



TITLE: Teen Program Intern

PERFORMANCE

PROFILE SOURCE: Intern

DEPARTMENT: Programming

REPORTS TO: Center Director

PRIMARY FUNCTION:

Under the supervision of the Center Director, works within teen program with Club members 6th grade and above assisting with homework, program facilitation, social competency levels and aiding in behavior.

KEY ROLES (Essential Job Responsibilities):

- Works directly with Club members 6th grade and up
- Facilitates one special program per week
- Spends time getting to know teen members on a personal level
- Aides in behavior escalations as needed
- Assists with serving snack/dinner
- Assists with building teen Club members social competency levels

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

Incumbent Date

Reviewed by:

Center Director Date