



**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 6<sup>th</sup> 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 6<sup>th</sup> 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