



OPEN POSITION ANNOUNCEMENT

Title: Teen Group Leader

COA Site: Riverwest Center

FLSA Status: Non-Exempt

Earnings: \$10.00 per hour

Start: Immediate

Applications/resumes will be accepted until position is filled.

This is a part-time position responsible for program delivery to teens aged 13-19. The work hours are 3:00 to 8:00 p.m. Monday through Friday with occasional Saturday hours required.

Main Job Responsibilities

- Independently plan and implement youth programming in line with COA philosophy. This includes developing daily/weekly lesson plans, organizing space and supplies, and leading the activity with the youth.
- Manage youth behavior through positive reinforcement, redirection, and progressive discipline as per COA philosophy.
- Model appropriate behavior at all times. This includes maintaining a professional demeanor in all dealings with youth, fellow staff members, parents, visitors, etc.
- Follow proper administrative procedures, e.g. record attendance for each activity and record other program data such as participation in meals, field trips, special events, etc. as well as properly document any accidents, incidents, etc. Some program reporting may be necessary as well.

Qualifications

- High School Diploma or equivalent.
- Must be at least 21 years of age.
- Minimum of one year of experience running/leading at least one structured activity for low-income, at-risk youth.
- Valid Driver's License with good driving record.
- Basic word processing, Excel, and Internet computer skills.
- Excellent verbal and good written communication skills.
- Well organized and able to meet deadlines.
- Ability to establish effective working and mentoring relationships with diverse participants, staff members, parents, etc.

Please send resume/application to:

Jonathan McGee, Riverwest Teen Program Coordinator
COA Youth and Family Centers
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Milwaukee, WI 53212
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