CAVE Teen Center Site Leader
Supervisor: Recreation Coordinator
Status: Hourly/Non-exempt, $18/hour
Work Schedule: Monday-Thursday 3:00-6:15pm, Friday 1:45-5:45pm

Under the direction of the Recreation Coordinator, the Site Leader will be responsible for maintaining the coordination, implementation, and administration of the Cave Teen Center. The specific duties of the Site Leader include program development and management, participation in staff development, and offsite collaborations. They will provide a safe, nurturing, and well-supervised teen center, be the liaison with parents, volunteers, and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. A Site Leader’s leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed. They are directly responsible for creating a positive, fun atmosphere!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Development:
☐ Ability to create and implement fun, engaging developmentally appropriate activities, character development, project-based learning, fitness and recreation, academics/enrichment.
☐ Responsible for immediately reporting and documenting any and all injuries or incidents to coordinator.
☐ Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program day to contribute to ongoing efforts to keep the teen center orderly.
☐ Communicates with Recreation Coordinator, staff and parents on a regular basis regarding program activities and participant behavior.
☐ Design a site program schedule/calendar together with site team that includes a variety of enrichment, and recreational activities.
☐ Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities, and perform housekeeping responsibilities.
☐ Communicates effectively and in a professional manner with staff and parents on a regular basis regarding program activities and all other stakeholders. Ability to make programmatic changes based on organizational requirements.
☐ Assists in marketing of programs for growth and retention.

Program Management:
☐ Provides performance management, feedback, and timely performance evaluations.
☐ Ability to work with, develop, lead, mentor, and supervise youth ages 11-14 in small and large groups.
☐ Awareness of and adherence to site budget.
☐ Maintain comprehensive student and volunteer records and produce reports as required.
☐ Takes initiative in researching, proposing, and implementing new ideas and activities at the teen center.

MINIMUM QUALIFICATIONS:
Minimum Requirements: Enthusiastic, energetic, and mature candidates 18 or older. Must have at least 2 years of past job experience in a camp or youth programming setting.
Education: High School diploma or GED, some college preferred
Experience: Previous experience working with children and knowledge of a variety of youth activities is needed.
Certificates/Licenses: Current standard First Aid and CPR Certification. California Driver’s License preferred.

Application found at: Parks and Recreation Application
Applications can be submitted in person or through email.
City of Folsom Parks & Recreation Dept.
Attention: Nadia Khokhar Roberts
50 Natoma St., Folsom, CA 95630

Questions regarding these positions should be directed to Recreation Coordinator Nadia Khhokhar Roberts at nroberts@folsom.ca.us