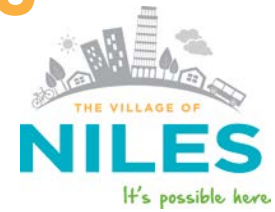


# NILES JOB POSTING

## Teen Center Supervisor General Government Department



The Village of Niles is seeking an energetic candidate for the position of part-time Teen Center Supervisor. This position reports to the Teen Center Director. This position provides leadership to middle school and high school teens at Teen Center programs and activities. This position works directly with the Teen Center Director, youth population, youth advisory councils, other units of government, and other constituency members to provide a safe environment at the Teen Center.

### **Essential Job Functions Include:**

- Promote and maintain an environment that will provide a positive experience for all participants, visitors, volunteers and the community;
- Supervise volunteers and participants, both inside and outside of Teen Center facility and discipline when needed;
- Independently initiate and complete work activities;
- Monitor all programs and services, designing programs and activities which satisfy the needs of the Teen Center members;
- Ensure the safety and well-being of participants while involved in Teen Center activities;
- Provide professional interactions and positive role modeling, including advising youth on issues as they arise;
- Develop and maintain good work relationships with co-workers and Teen Center members;
- Supervise the maintenance of equipment, supplies and facilities;
- Work independently with minimal supervision;
- Participate in all teen trips and community, Teen Center, and Village events.

### **Requirements and Conditions:**

- Requires some college experience;
- Work experience in youth programming and services;
- Or any equivalent combination of education and experience;
- Must have a valid state driver's license or ability to obtain one;
- While this is a sedentary to light work position, it does require ability to walk, talk, hear, read, and write to ensure proper supervision for Teen Center members;
- Must have the ability to be flexible with occasional duties assigned outside of normal business hours;
- Employee is subject to a noisy and disruptive work environment;
- Typical work hours are Tuesday through Friday from 2:30-7:00 p.m. during the school year and 1:45-6:00 p.m. during the summer, with additional hours as assigned up to a maximum of 19 hours per week;
- Location of the Teen Center is 373 Golf Mill Center, Niles IL 60714.

Hourly wage is \$12.00 or \$14.00 per hour, depending on qualifications. To apply, candidates can complete an application on the Village's website at [www.vniles.com](http://www.vniles.com) or submit an application or resume to the Human Resources Specialist, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail [personnel@vniles.com](mailto:personnel@vniles.com).

The Village of Niles is an Equal Opportunity Employer