

GREAT FUTURES START HERE.



Teen Center Volunteer

Reports to: *Na Lam (College & Career Center)*

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

Teen Center Volunteers Participate in developing, implementing, supervising, and evaluating educational, recreational, and social programs in the Teen Center. These volunteers work directly with the Pathways Manager, support staff, program partners, and other volunteers to run educational and fun activities for about 100 teens each afternoon. Teen Center program areas include, but are not limited to, robotics, art, technology, and career & college readiness.

Responsibilities/Skills and experience relevant to this position:

- Maintain a safe and fun working environment for the teens
- Greet and check in all members
- Assist in planning and implementing weekly programs such as SMART Girls and Passport to Manhood
- Provide career and college planning assistance to members
- Use behavior management strategies to defuse inappropriate behavior and communicate behavior incidents with the Pathways Manager
- Provide ideas and feedback for potential projects
- Other duties as assigned by direct supervisor

Qualifications

- Previous experience in youth development, education, or after school programs
- Experience working with a diverse, urban population
- Strong communication skills with an ability to communicate effectively with youth ages 13-18
- Experience managing multiple priorities
- Well organized, able to work both independently and collaboratively
- Bilingual is a plus but not required
- Tutors specializing in Maths/Sciences would be ideal at the moment, but all are welcome

Benefits:

- Flexible work schedules and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to **Volunteer Coordinator, Tara Levine**, tara.levine@lbgc.org Tel: (978) 458-4526 x15

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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. All offers of employment are contingent on results of a reference and background check.

Hours: Monday-Friday between 3:00 PM & 8:00 PM- *Must be available at least one day per week.*