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## ***JOB DESCRIPTION***

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Job Title: **Teen Program Assistant**  
Department: **Youth Development Programs**  
Reports To: **Director of Educational Programs**

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### **JOB SUMMARY**

The Oasis TEEN (Teen Empowerment and Enrichment Network) Program is an after-school program for teenage girls (13 – 18) held four days a week, from 3 pm – 6 pm, 12 hours a week. The position can also be extended into the summer camp program scheduled from 6/25-7/27 for Tuesday, Wednesday, & Friday 10-2pm. The purpose of the TEEN Program Assistant is to assist the TEEN Program Coordinator in implementing the program curriculum, which includes six main experience “pods”:

1. Academic goal-setting and achievement
2. College/career planning
3. Physical fitness/healthy living
4. Life skills
5. Arts
6. Community Service

### **JOB DUTIES**

1. Assists the Program Coordinator in the recruitment of program participants through the community outreach, and development and distribution of flyers.
2. Assists in the development of academic goals for each individual participant; encourages and supports each participant in meeting goals.
3. Researches and develops partnerships with other local organizations with which the TEEN program can have a symbiotic relationship.
4. Assists the Program Coordinator in leading teen girls in daily activities including homework help, art projects, community service activities, cooking activities, field trips and occasional light exercise.
5. Provides assistance during occasional crises intervention for individual teens (truancy, bullying, academic failure, DYFS involvement, etc.)
6. Assists TEEN Girls Program Coordinator in STEM/Robotics, College and Career Planning Program, Social Entrepreneurship and planning of Annual Teen Girls Leadership and Success Summit.

### **QUALITY IMPROVEMENT AND PERSONAL DEVELOPMENT:**

1. Actively participates in enhancing client satisfaction.
2. Participates in projects, committees, activities and continuing education to maintain and advance professional competency.

**DECISION MAKING:**

1. Utilizes sound judgment in critical thinking and problem solving and is able to make appropriate decisions based on available data. Able to provide rationale for decisions, in both written and verbal communications.
2. Informs appropriate persons of unusual or difficult client care problems.
3. Utilizes appropriate reference materials (i.e. policy and procedure manual, reference books) to respond to unfamiliar situations.

**COMMUNICATIONS:**

1. Observes common rules of courtesy and discretion.
2. Always respects client confidentiality by releasing information to only those individuals who are authorized and need to know.
3. Regularly attends and participates in staff meetings with supervisor.
4. Communicates clearly and age appropriately in verbal and/or written form.

**CARE FOR ENVIRONMENT:**

1. Assures a clean, safe, adequately supplied work area.
2. Properly disposes of waste materials in accordance with approved policies and procedures.
3. Immediately reports unsafe conditions to appropriate personnel.

**TEAMWORK:**

1. Cooperates and works well with management, other program staff members and all personnel in working toward program goals and objectives.
2. Contributes to harmonious working relationships by dealing with conflicts in a constructive manner. Able to deal with a variety of people and personalities
3. Cooperates with reassignments in the interest of client care and program needs.
4. Works beyond the scheduled shift to complete work in an emergency situation.

**COOPERATION:**

1. Adheres to all program policies and procedures.
2. Adheres to all applicable personnel policies, including attendance and provides proper notification for absences, tardiness and vacation requests, and dress code.
3. Respects length of time for lunch and breaks. Provides for area coverage when necessary.

**QUALIFICATIONS**

1. Pursuing a college degree in social work, psychology, education, or related field.
2. Commitment to the program needs and an interest in working with teenagers.
3. Knowledge in child and adolescent development.
4. Significant experience and high comfort level working with urban teenagers from diverse backgrounds. Comfortable working in an urban environment.
5. Strong awareness and understanding of social issues affecting impoverished populations.
6. Energetic individual with a positive and empathetic attitude.
7. Bilingual English/Spanish a strong plus.
8. Strong organizational skills and excellent verbal, writing and communication skills.
9. Computer literacy, including knowledge of Microsoft Office applications, internet, and email communications.
10. Upon the offer of the position, the candidate must undergo background check, including fingerprinting and Child Abuse Record Information (CARI) investigation. The candidate must also submit a recent Mantoux (tuberculosis) test result.

***Required of all employees:***

1. *Must be able to work legally in the United States.*
2. *Must have no record of child abuse/neglect.*
3. *Fingerprinting required (Oasis will direct new hire to proper agency for fingerprinting).*
4. *Must complete CARI form (Oasis will provide form and submit to proper agency).*

**DISCLAIMER CLAUSE**

This job description is intended to serve as a guideline to an individual's performance in relations to responsibilities, skills, and working conditions associated with a specific job. In the interest of client care and quality improvement, an employee shall be responsible to perform other duties that are necessary as directed by their immediate supervisor that may not be specified in this job description.