



HUMAN RESOURCES DEPARTMENT  
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## TEEN ZONE COORDINATOR Bellwood Teen Zone

### JOB DESCRIPTION

#### JOB TITLE

Teen Zone Coordinator (Part-Time)

#### REPORTS TO

The Teen Zone Director

#### PURPOSE

The purpose of this position is to assist in the daily operations of the Bellwood Teen Zone.

#### DUTIES

The following duties are required for this job however these are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- Assists in the daily operations and management of Teen Zone.
- Assists and maintains responsibility for registration, planning and implementation of activities for the Program.
- Maintains daily workflow and activities.
- Ensures the creation of a positive, supportive learning environment.
- Supervises the members and users of the facilities.
- Coordinates use of facilities and activities with Teen Zone Director.
- Purchases supplies with the authorization of the Teen Zone Director as needed.
- Conducts operational/safety inspections of teen zone related equipment and advises the Director of adjustments as needed.
- Handles discipline problems as required.
- Performs other related duties as assigned.

If you are interested, you can complete an on-line job application at [www.vil.bellwood.il.us](http://www.vil.bellwood.il.us). The Village of Bellwood is an EOE/ADA compliant employer.

#### Salary

\$15:00 - \$18.00

#### POSTING DATE

September 15, 2022

#### POSTING WILL BE REMOVED

When position is filled