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. 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