



Mill Valley Community Center

*City of Mill Valley
Recreation Department Invites
Applications For:*

Teen Aide

\$11.75-\$14.28 per hour
Mill Valley Community Center
Teen Zone

DEFINITION: Under supervision of the Teen Coordinator, provide leadership and supervision of teens as well as be a positive role model and assist with activity planning and implementation. Program hours vary Mon-Fri during after school hours, as well as occasional evenings and weekends for special events. Approximately 10-20 hours a week.

QUALIFICATIONS & EMPLOYMENT STANDARDS:

- Applicant must be 18 years or older.
- Ability to motivate & interact with teens ages 10-14.
- Possess strong leadership skills in one or more of the following areas: art, crafts, sports, drama, music, cooking, special events, computer arts, multi-media.
- Plan, organize & lead teen activities.
- Create & maintain a positive environment in the Teen Zone.
- Maintain structure and discipline within a group setting, while encouraging and promoting student participation in a positive manner.
- Enthusiasm & motivation!
- The ability to speak English clearly and understandably.
- Perform related duties as required.
- Have strong customer service skills and the ability to deal tactfully and courteously with the public.
- Work unassisted with a minimal supervision.
- Establish and maintain effective working relationships with parents, co-workers, other agencies and the general public.

TRAINING & EXPERIENCE: The ideal candidate will have strong customer service skills, be creative, self-motivated, and have a positive “can do” attitude. They must be a positive role model and enjoy working with youth in a fast paced environment. Volunteer or paid experience working with youth or teens preferred. Standard First Aid and C.P.R. certifications desirable.

PHYSICAL REQUIREMENTS: Must be able to lift 50 lbs. and react quickly to emergencies.

EQUAL OPPORTUNITY EMPLOYER: The City of Mill Valley is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages. Candidates receiving a conditional job offer must pass a pre-placement DOJ fingerprint/background review before starting work.

FILING INSTRUCTIONS: Applications are available at www.millvalleycenter.org or at the Mill Valley Community Center, 180 Camino Alto, Mill Valley, CA. 94941. Applications must be filled out completely and may be returned by mail, fax, or drop-off; do NOT respond to this post via email or Craigslist. Include resume if available.

Mail: Mill Valley Recreation Department, 180 Camino Alto, Mill Valley, CA 94941

Fax: 415-383-1377, Mill Valley Community Center, Attn: Patty McCulley, Recreation Supervisor

Drop-Off: Mill Valley Community Center, 180 Camino Alto, Mill Valley 94941, Attn: Patty McCulley

Questions regarding the position should be directed to Patty McCulley, Recreation Supervisor at (415) 383-1370.