



## ***JOB DESCRIPTION***

### **PROGRAM COORDINATOR The Garage, a Teen Cafe**

#### **GENERAL DESCRIPTION**

The Program Coordinator provides and maintains a safe and inclusive environment for teens ages 13-18 to gather and access resources as needed. Program Coordinators build relationships with high school students and value their unique history, beliefs, traditions, and perspectives.

Year after year, the challenges our teens face continue to grow significantly. Struggles with mental health, education disparity, access to services and finding safe places to hang out to build healthy peer and adult relationships are pervasive. That's why we're here.

The Garage's mission is to provide a safe, after-school drop-in place for teens where they can gather with their friends and access programming and services as needed.

We are their champions, their ambassadors, their advocates. Together we help them find their voices, form lasting relationships, and build the skills they need to reach their pull potential.

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Executive Director of the Garage

#### **HOURS:**

This is a part-time position that will work approximately 20-30 hours per week. Shifts include late afternoon and evening. Additional hours and programming may be added, depending on availability and demand.

#### **JOB RESPONSIBILITIES**

Duties include but are not limited to:

- Creating youth empowerment programs collaboratively with staff and teens.
- Supervising group activities by providing guidance and discipline when necessary; adhering to and enforcing the Garage's policies and procedures.
- Maintaining the facility, organizing, and cleaning as needed.
- Responsible for ensuring the safety of the participants in a busy, drop-in setting.
- Providing oversight of student interns – developing and managing their duties.
- Maintaining social media accounts and updating with content.
- Providing support for operations that may include but is not limited to the following: marketing, fundraising, operations, and programming.
- Participation in board committees.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **JOB REQUIREMENTS**

### **A. Education and Experience**

1. High School diploma or equivalent.
2. Leadership experience working with teens. Some previous experience planning and leading activities with teens in recreation, art, education, physical education, at-risk youth, or related field is preferred.

### **B. Additional Requirements**

1. Flexibility to work additional hours for special events.
2. Must be a minimum of 21 years of age.
3. Must satisfactorily pass criminal history check.
4. Must satisfactorily pass tuberculosis (TB) test.
5. Must successfully complete the following health certification requirements within 30 days of employment: CPR, First Aid and Bloodborne Pathogens training.
6. Must have a valid Washington State driver's license or be able to obtain one by date of employment.

### **C. Knowledge, Skills and Abilities**

1. Engages with diverse populations in a culturally responsive manner.
2. Demonstrates a commitment to the values of equity and inclusion by honoring and celebrating diverse characteristics and expressions of personal identity.
3. Knowledge of current trends in youth culture, basic knowledge of youth empowerment methodology, good customer service skills, ethics, and effective teamwork.
4. Skilled in positive teen interactions, patience, listening, prioritizing, multi-tasking, maintaining boundaries, effective public relations, and written and verbal communication.
5. Ability to: be committed to providing quality programming based on our mission, vision, and values; safely manage groups of teens; oversee and schedule teen and adult volunteers; learn and enforce department policies and procedures; plan and lead youth empowerment programs in a safe and fun manner; communicate effectively and courteously with the public and Garage staff; proactively deal with safety and behavior concerns; work independently to complete tasks; follow written and verbal instructions; and be receptive to critiques.

### **D. EQUAL OPPORTUNITY EMPLOYMENT**

The Garage is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetic markers, military or veterans status, sexual orientation, or any other characteristic protected by applicable federal, state or local law.

People of Color and Members of the LGBTQ+ community are strongly encouraged to apply.

To apply, send your resume and cover letter to Executive Director, KayLee Jaech at [kaylee@issaquahteencafe.org](mailto:kaylee@issaquahteencafe.org). No phone calls.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*