



Carver Center is seeking a college student to join our Teen Center team as part-time Junior Youth Development Specialist. This is a great opportunity for students who are passionate about working with young people, building leadership skills, and making a difference in the community. Schedule is Mondays, Tuesdays, Wednesdays & Thursdays from 3-6PM, with some flexibility for trips/school events, following the Port Chester School District academic calendar.

Position Overview: The Teen Center Junior Youth Development Specialist is responsible for helping supervise and support youth participants in Carver's Teen Center. This role is ideal for current college students who enjoy working with teens and want to gain hands-on experience in youth development. The Junior Specialist will assist with daily activities, encourage participation, and help create a safe, positive, and engaging environment for teens.

Position Specific Duties/Responsibilities:

- Assist with managing Teen Center recruitment and registration.
- Supervise and engage with teens during after-school hours, mealtimes, trips, and outings.
- Provide guidance, support, and a safe environment for teens to socialize, learn, and participate in activities.
- Help plan, organize, and lead recreational and enrichment activities (such as games, sports, STEAM projects, or workshops).
- Collaborate with other staff members to create engaging and age-appropriate programs.
- Provide guidance and mentorship to teens, offering support in areas like study habits, time management, and positive decision-making.
- Assist with homework help, small group activities, or connecting teens to tutoring opportunities.
- Foster an inclusive environment by building positive relationships with youth and encouraging respect and teamwork.
- Support program staff with communication to parents/guardians and general clerical tasks (sign-in, attendance, basic record-keeping).
- Work with other staff to keep the Teen Center organized, safe, and welcoming.
- Serve as a positive role model for teens by demonstrating professionalism, respect, and effective communication.
- Ensure the safety of all teens by enforcing program rules and guidelines to maintain a safe and respectful environment.
- Show respect for diversity and create an inclusive environment where all teens feel valued and accepted. Serve as a positive role model for teens, demonstrating professionalism, respect, and effective communication.
- Keep the Teen Center clean, organized, and conducive to learning and socializing after every daily session.
- Help students develop effective resumes and cover letters tailored to college applications and future job opportunities.
- Assist with conducting mock interviews and provide feedback to improve students' interview skills.

Data:

- Maintain students' records by reviewing notes, logging events and progress.
- Maintain accurate records of attendance, CACFP records, activities, and incidents.
- Help compile data for program evaluation and reporting purposes.

General:

- At the request of the Chief Program Officer, generate reports for meetings of the board of directors.
- Perform other duties as assigned.

Position Qualifications:

- Previous experience working with youth (babysitting, camp counseling, tutoring, mentoring, etc.) preferred.
- Strong communication and interpersonal skills.
- Ability to work effectively with youth, staff, and families from diverse backgrounds.
- Dependable, flexible, and enthusiastic about working with teens.
- Bilingual in Spanish preferred.
- Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

Rate: \$18/hour

How to Apply: Email resume and optional cover letter to Sheilly Aguilar, Youth & young Adults Program Manager, saguilar@carvercenter.org.

PORT CHESTER CARVER CENTER
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