



## Teen Volunteer Program Lead (Recreation Assistant) Ages 18+

Cheviot Hills Recreation Center is dedicated to empowering youth and fostering community engagement through dynamic programs. We're seeking a passionate and organized leader to oversee and enhance our Teen Volunteer Program, inspiring the next generation of leaders and changemakers.

**Available Hours:** Weekdays between 8am and 6pm. Friday's hours vary based on field trips.

### **Description of Duties:**

The Teen Volunteer Program Director will design, implement, and manage all aspects of the Teen Volunteer Program. This role involves recruiting, training, and supervising teen volunteers, fostering their growth, and ensuring the program's success in supporting organizational goals.

### **Key Responsibilities:**

- Act as a role model by demonstrating enthusiasm, leadership, and a commitment to camper growth.
- Recruiting, interviewing, onboarding, and training Teen Volunteers year-round.
- Hours will be determined at the discretion of the Recreation Coordinator.
- Evaluate teen volunteers on a regular basis, offering feedback and suggestions for improvement.
- Track hours and provide community service documentation.
- Oversee Camp Cheviot Leadership program including recruiting, interviewing, onboarding and training Leaders.
  - Work with the Recreation Coordinator to update and maintain the Camp Cheviot Leader Manual.
  - Ensure accurate enrollment through RecTrac.
  - Supervising daily Leadership tasks and holding weekly meetings.
  - Camp Schedule of Mon-Thu 8:30am-5:30pm. Participates in rotations with various groups throughout the day. May assist with the Early Risers program.
  - Coordinate with Camp Directors to ensure they have Leaders assigned to meet the needs of their respective programs.

### **Qualifications:**

Experience working with teens in a leadership, mentoring, or program management role. Ability to inspire and motivate young people. Proficiency in managing schedules, records, and administrative tasks. Strong communication and interpersonal skills to effectively engage with children, parents, and colleagues. Knowledge of safety protocols and crisis management. Ability to inspire and motivate youths of all ages and abilities. Must have strong customer service ability and the capability to take initiative and lead activities. Willingness to fully engage in activities and lead by example. Ability to set and maintain clear boundaries with campers and coworkers. Must be able to correspond over the phone and via email. Experience working with a variety of personalities. Work independently and collaboratively as needed. Ability to problem solve and be flexible to last minute

changes. Willingness to follow directions, be on time, and be reliable. First Aid & CPR certification is a plus, but not required. Must have a driver's license and reliable form of transportation.

**To Apply:** Send Resume to:

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**Last Day to Apply:** Tuesday, June 30<sup>th</sup>, 2025