

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**January 15, 2019**

**Job Title:** Teen Afterschool Mentor (temporary, part-time)  
**Department:** Recreation  
**Hourly Rate:** \$9.91 - \$11.78 (DOQ)  
**Hours of Work:** 3:30 p.m. to 7:30 p.m., Monday – Friday  
(Some weekend daytime hours may be required.)

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Create an aspirational environment that promotes a culture of mutual support to recognize the assets of participants and develop opportunities for connections among peers and program staff. Build trusting relationships to create and enhance teen afterschool program. Performs responsible paraprofessional work providing afternoon programming, supervision and developmental activities for teens; assists students to develop intellectual, social and physical abilities; does related work as required. Work is performed under regular supervision of the Program Coordinator.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Implements and supervises teen afterschool activities; assist and motivate youth to achieve maximum potential; prepare and maintain records, files and reports;
- Assists in planning, scheduling and coordinating program activities for teen after school hours;
- Sets up group activities and equipment; takes attendance at program;
- Supervises and ensures the safety of program participants; mediates disputes between teens;
- Works with special education teens; sets up programs to work on developing new skills;
- Prepares snacks for participants and ensures proper clean up;
- Refers concerns to Teen Afterschool Program Supervisor;
- Sets up and rearranges assigned areas for scheduled activities;
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of teen program practices and techniques; general knowledge of youth developmental and social growth expectations and needs; some knowledge of health, safety and first aid practices, methods and techniques; skilled in working with children; ability to establish and maintain standards of behavior; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationship with parents, staff, associates and participants.

**EDUCATION & EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school. Some college course work in education or related field and experience working with children preferred.

**The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.**

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

PLEASE FILE CITY APPLICATION AND/OR RESUME WITH CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120 OR E-MAIL TO [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) EOE