



CYI TEEN CENTER



WE'RE

HIRING

Teen Center Supervisor

- 
- Join our Teen Center team and make a positive impact on the lives of youth in grades 6-12!
 - **Hours vary by season and Teen Center programming**
 - Supervise and interact with teens in a safe and supportive environment
 - Manage the Bowling Center and kitchen
 - Keep the Teen Center clean and organized
 - Be a positive role model and mentor for young people

PAY BASED ON
EXPERIENCE

**PART-
TIME**



Pick up an application at 902 Henriette Ave.
or go online

crivitzyouthinc.com

CRIVITZ YOUTH, INC.

Job Description

Position: **Supervisor at the Teen Center**

Reports to: Director–Crivitz Youth Inc. Teen Center, Director– Maintenance and Executive Director

Position Objective: To Plan, Promote, Supervise and Implement Programs for Area Youth

Responsibilities:

A. Programs

- 1. Interact and supervise Teen Center members on a daily basis – engage in both outdoor and indoor activities with them. Supervise outdoor activities on a regular basis.
- 2. Initiate and implement youth programs.
 - a. Seek input and ideas of interest to youth members (grade 6–12)
 - b. Recommend to the Director equipment and supplies needed to support programs.
 - c. Perform other necessary duties related to youth programs as time allows.
- 3. Convey enthusiasm and excitement for programs and events so the students want to participate in them.

B. Work Hours

- 1. Provide Crivitz Youth, Inc. with the hours that you are scheduled. If illness, occurs please notify the Director in a timely manner to fill your hours. In the event of a cancelled event or field trip those hours will not be made up.
- 2. Any changes to work hours should be reported to the Director.

C. Bowling Center Responsibilities

- 1. Supervise students using the bowling center
- 2. Operate bowling center computer and equipment
- 3. Learn basic repairs to the bowling equipment
- 4. Clean bowling center as needed.

D. Kitchen Responsibilities

- 1. Maintain cleanliness of the kitchen by following proper dishwashing and daily/weekly cleaning procedures to ensure the safe handling of food served to members.
- 2. Routinely clean refrigerator, freezers, fryer and grease trap.
 - a. Fryer is to be strained and cleaned at the start of each work day.
 - b. Grease trap is to be cleaned on your weekend shift along with stove area, the dishwasher, sinks and boiling water for the drains.
- 3. Follow posted set up and close up of kitchen.
- 4. Keep all food, condiments and supplies stocked.
 - a. Check all dates on all food items, do not serve anything that is outdated.
 - b. All food items out of their original package must be dated.
- 5. All items associated with the fryer are cleaned with the three sink method.
 - a. Wash in water between 110 and 125 degrees F, using an effective soap or detergent.
 - b. Rinse by immersing dishes and utensils in clean, hot water to remove soap and detergent.
 - c. Sanitize by submerging dishes and utensils for at least 2 minutes in 1 1/2 teaspoons of bleach per gallon of water or another solution of a sanitizer approved by the department.
 - d. All dishes and utensils shall be air-dried in racks or baskets or on drain board.

E. Birthday Parties

- 1. Work scheduled Saturday birthday parties when required
 - a. Set up bowling
 - b. Prepare pizza and soda and accommodate party needs.
- 2. Clean up after party before center opens in afternoon.

F. Other Duties

- 1. Perform general cleaning of center daily as needed.
- 2. Perform other duties as assigned by Director.