



Teen Youth Development Professional

Reports To: Program Director

Status: Part-Time / Seasonal

Position Summary:

The Teen Development Worker is responsible for supporting the growth and development of teen members by facilitating engaging programs focused on academic success, leadership development, career readiness, and healthy lifestyles. This role helps create a safe, supportive, and inclusive environment where teens can build confidence, develop skills, and prepare for future success.

Key Responsibilities:

- Plan, implement, and supervise programs and activities for teens (ages 13–18)
- Foster a positive, respectful, and inclusive environment for all participants
- Serve as a mentor and positive role model for teen members
- Support academic success by assisting with homework, tutoring, and study skills
- Facilitate career readiness and workforce development activities (e.g., job skills, resume building, mock interviews)
- Encourage teen engagement in leadership opportunities and community service
- Monitor behavior and ensure adherence to program rules and safety guidelines
- Track attendance, participation, and program outcomes as required
- Assist with special events, field trips, and workshops
- Communicate effectively with staff, parents, and community partners

Qualifications:

- High school diploma or equivalent required; some college coursework in education, social work, or related field preferred
- Experience working with teens in a youth development, educational, or recreational setting
- Strong communication, leadership, and interpersonal skills
- Ability to engage, motivate, and build positive relationships with teens
- Dependable, organized, and able to manage multiple tasks
- Commitment to youth development and creating equitable opportunities

Preferred Skills:

- Knowledge of teen development and behavior management strategies

- Experience with group facilitation or mentoring programs
- CPR/First Aid certification (or willingness to obtain)
- Must have a valid driver's license with a clean driving record, dedicated to transporting youth participants to various programs and events.
- CPR and First Aid certification (may be obtained during training)

Work Schedule

- Temporary Part-time Seasonal Position
- Work Hours: Monday - Fridays: 11:45 am - 5:15 pm
- Pay Rate: between \$16.00/hr
- Training Week: June 1 - June 5, 2026 (mandatory)
- Program Session: June 8 - August 7, 2026

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching and bending in a school/Club setting and can include sitting and standing for long periods. Will include walking/guiding/escorting children to and from areas and field trips. Will require interaction with youth 6-18 and can be noisy at times.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please send your cover letter and resume to Chantel Gamboa; cgamboa@bgcjoliet.com

