



**San Miguel Communities That Care (CTC)
Youth Hangout Adult Supervisor
Part-Time Position**

Position Description

The Youth Hangout Adult Supervisor Position will oversee the programming at the Youth Hangout, located at the Telluride Ski and Snowboard Club Headquarters, starting in December 2019.

Responsibilities include opening and closing the facility, overseeing youth at the facility, working with the San Miguel Communities that Care (CTC) Youth Leaders to plan for events and programming, working with Tri-County Health Network (TCHNetwork) staff to promote the Hangout with area youth, helping evaluate the success of the program, ensuring that youth are in compliance with the Hangout rules and regulations when present at the facility (as described in the Hangout Handbook), ensuring that all youth sign in and out of the facility, and maintaining the facility and its equipment.

Responsibilities

- Open/Close the facility and set up the space
- Work with the youth to clean up the facility prior to closing time
- Ensure adequate supplies for the successful operation of the facility, including food, drinks, and materials
- Work with the CTC Youth Leaders to plan and facilitate events as needed and to develop a plan to recruit youth attendees
- Assist in the advertising and promotion of the facility
- Make recommendations for improvements to the facility and make TCHNetwork staff aware of any concerns during the operation of the facility
- Prepare a weekly status report reflecting prior weekend attendance, issues, concerns and planning for upcoming weekend
- Participate in a weekly TCHNetwork meetings to review status report

Minimum Qualifications

- 21 years old or older
- Successfully pass a required background check and reference check
- Ability to successfully pass a drug screening

Additional Desired Qualifications

- Experience successfully working with youth
- Ability to talk to, and work with diverse youth
- Creative and innovative thinker with a passion to make the world a better place
- Special interest and ability to use creative ideas to help connect people, organizations, and resources to benefit ALL young people in our community



- Ability and willingness to work with diverse communities
- Outgoing personality, credibility and confidence; strong interpersonal skills
- Able to work independently; self-starter
- Outstanding skills in verbal and written communications
- Spanish speaker

Conditions of Employment

- This employment will occur during the 2019-20 school year beginning mid-November 2019 and ending in May 2020
- Participate in pre-employment training of approximately 3 hours prior to December 6, 2019 at a mutually agreed upon time
- Hours of position will be Friday and Saturday nights, from 3:30pm to 10:00pm, from December 6, 2019 through May 16, 2020, except for weekends when the Hangout is closed, totaling approximately 14 hours per week
- Hangout will be closed on the following dates: 12.20-21, 12.27-28, , 1.25.26, 2.1-2, 2.15-16, 3.7-8, 4.10-11, and 4.17-18).
- Participate in 1-hour meeting weekly with TCHNetwork staff at a mutually agreeable time

Salary: \$20.00 per hour

For a detailed job description ***click here***. Please submit your cover letter and resume to info@tchnetwork.org with the title of the position in the subject line. Applications without a cover letter will not be considered