

Volunteer Position Description

Position Title: Teen Time Host

Program and Department: Early Learning & Family Services – East Whatcom Regional Resource Center

Reports To: Jessica Bee

Hours: 3 – 5 hrs/week – Friday 3pm – 6pm

Mission Statement: *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

Position Summary:

As an intern/volunteer at the East Whatcom Regional Resource Center the Teen Time Host would work with staff to develop, plan and host 6th – 12th graders in healthy activities.

Responsibilities:

The volunteer/intern will set up games, activities, and snacks for group as well as cleanup after each event. They must maintain a safe, clean, and organized activity area and must be willing to participate in activities with youth. Attend meetings with other staff to coordinate activities and discuss questions or concerns as well as track and document attendance. Perform Youth Outreach with community partners such as Mount Baker School District.

Requirements:

Applicants must be CPR/First Aid certified, have a warm and nonjudgmental personality, able to follow instructions and accept supervision. Arrive on time; give notice if unable to attend. Respect confidentiality for youth and families attending. Actively support staff in maintaining high standards of health and safety for the youth. Knowledge of gaming systems and running multiplayer games through a projector system is helpful but not necessary. There may be other duties assigned as necessary to the success of the position.

To Apply: Apply online at <http://www.oppco.org/how-to-help/>, please specify volunteer job title in the “Interest” section of the application.

PHYSICAL REQUIREMENTS

Sitting, Standing, Walking, Bending at waist, Crouching, Kneeling/Squatting, Lifting, Carrying, Pushing/Pulling, Repetitive arm/hand movements