

TITLE: Kids From Palama(KFP) Teen Center Specialist

Job Summary: Under the supervision of the Executive Director, the KFP Teen Center Specialist oversees the operations of the teen center. This includes developing, organizing, coordinating, and conducting activities and events for the participants. The KFP Teen Center Specialist is also responsible for maintaining the cleanliness of the room, controlling the inventory of equipment and data tracking of participants, in an orderly manner and other related duties.

Essential Duties

- Provide supervision of KFP participants.
- Ensure that all youth who access the teen center are Palama Settlement participants and sign in daily.
- Ensure that all participants are abiding by Palama Settlement rules and expectations.
- Provides a safe, and professional environment for teens, volunteers, staff and visiting guests that promotes the values of the organization.
- Performs daily cleaning of the teen center and keeping it maintained and in good condition.
- Be a mentor and model for youth members in all areas of academics and life skills. Establish a safe, nurturing, and professional relationship with the youth members to create an environment of trust.
- Develop, coordinate, and conduct activities and events in the teen center that keep the participants attentive and engaged.
- Provide social enrichment activities, educational mentoring, and life skills.
- Develop, organize, coordinate, and conduct educational programming that may include tutoring, financial literacy, and adult technology.
- Arrange opportunities for teens to engage in lessons and activities that address the many dangers inherent in low-income and at-risk communities (i.e., alcohol and drugs, youth violence, truancy, etc.).
- Correct behaviors that can lead to injury and/or damage to facilities and equipment. Intervene when there are conflicts and/or bullying.
- Collaborate with coworkers on ways to innovate, improve and enhance youth programs and activities.
- Assist with upkeep of all required participant and agency paperwork.
- Attend all Division and Agency meetings when scheduled.
- Other duties as assigned.

Working Conditions

- Work Environment: Indoors in a non-air-conditioned room and gymnasium; Frequent work in recreational facilities to include gymnasiums, fields, parks, etc.
- Work Hours: Monday to Friday, from 2pm to 6pm.

Minimum Qualification Requirements

- Ability to lift/pull 25-50 pounds.
- Able to set up/break down sports and recreational equipment.
- Ability to demonstrate judgement and execute sound decisions.
- Ability to communicate fluently in writing and orally in the English language.
- Customer service oriented.
- Computer literate, proficient in Word, Excel, Publisher, and Power Point programs required.
- Knowledge, skills, and abilities in the areas of culturally competent, family-centered, and community-based youth empowerment and improvement.
- Minimum 1 year working with at-risk youth in sports, cultural, and/or social development program preferred.
- Experience in community outreach and public speaking preferred.

Additional Requirements

- Valid Hawaii's Driver's License
- Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- Auto insurance and Access to a car
- Criminal background clearance