



POSITION DESCRIPTION

Title: Urban Roots Assistant
Reports to: Teen Programs Coordinator

GENERAL DESCRIPTION:

The Urban Roots Assistant is a part-time, seasonal position. The primary responsibility of the Assistant is to aid the Teen Programs Coordinator in the facilitation and supervision of the Urban Roots teen program.

We are hiring for a Summer 2023 Urban Roots Assistant. Hours will be 8:30am-3:00pm M-Th, from June 26th to August 4th. July 3rd and July 4th will be holidays off from work, while Fridays July 28th and August 4th will be additional work days, from 8:30am-3:00pm.

Additional hours may be available, as well. Please email your resume along with any questions to Max at mmeyers@garfieldpark.org. Applicants must be 18 or older. Pay will be \$18/hr.

Job Duties & Responsibilities:

- Assists with daily set up, including program supplies, snacks, and seating
- Assists with daily clean up, ensuring classroom and other spaces are clean and ready for other programming
- Establishes and reinforces rules and policies of the program
- Engage with teen participants as an approachable authority figure
- Act as a role model and mentor for teens, exemplifying what it means to work at the Conservatory
- Lead and facilitate select activities with teens
- Serve as a substitute lead instructor on rare occasion when the Teen Program Coordinator is absent from program
- Takes initiative with program problem solving
- Other duties as assigned