



Position Title: Community Service Specialist, Part-Time

Overview: EDGE Teen Center is a non-profit after-school center for high school students that offers various programs aimed at helping teens become confident in who they are, equipped to be successful in high school and beyond, and possess the resiliency needed to navigate life.

As part of the Community Service Program, this position manages the transportation to and from the center for high school students looking to fulfill community service requirements. EDGE has established relationships with various social service organizations and is the link that connects students with worthwhile and impactful service opportunities. EDGE provides the promotion, supervision, transportation and tracking of hours served for the nearly 400 students that participate each year. Learn more at: www.edgeteencenter.com.

Position Description:

- Transport teens from EDGE to community service opportunities in EDGE's 15-passenger van
- Provide supervision at the scheduled service opportunities, and serve alongside students while at service sites
- Monitor the online sign up-process for student participants and track student attendance and service hours
- Maintain and foster the relationships between EDGE and service sites
- Also assist with front desk check-in on service days before leaving the center; be a friendly and enthusiastic greeter
- Serve as a sub in the center when needed or periodically on days when Community Service outings are not scheduled
- Plan periodic service projects that can be done by teens who stay at the Center
- Maintain interior cleanliness of the van; fill van up with gas as needed using issued credit card; take van in for required maintenance

Dates: Mid-August 2021 - May 2022
Monday-Thursday from 2-6 pm, also two Saturdays/month from 8 am-1 pm
(This position could be filled by one person or split between two individuals. Must be able to work a minimum of two of these shifts per week.)

For more information or to apply, contact:

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