

Volunteer Position Description

Position: Youth Recreation Coordinator

Objectives: To provide weekly recreational activities to youth ages 13-17 years. Provide a safe environment and recreational activities for program youth.

Reports to: The Resident Services Coordinator

Location: Century Villages at Cabrillo

Responsibilities:

- Build relationships and trust with parents, students and CVC Staff
- With the guidance of CVC staff
 - Complete incidence reports and any other necessary forms regarding child safety
 - Organize recreation and arts & crafts activities
 - Monitor Student behavior
 - Mentor and provide positive role modeling

Qualifications:

- **Must be 18 or older**
- Enjoy working with youth one on one or in small groups
- Be free of felony conviction
- Comfortable working with diverse populations

Requirements:

- Complete all required enrollment documents
- Complete Live Scan fingerprinting
- Attend Monthly Volunteer Meetings and/or individual and group supervision and professional trainings.
- Commit to a minimum of 1 evening per week, from 6pm to 8pm, Monday through Friday.

For more Information Contact: Jaylene Westfall

562-388-8082

jwestfall@centuryvillages.org

www.centuryvillages.org