



JOB TITLE: Teen Program Lead

LOCATION: Eastside Student Center, BISHOP

EMPLOYMENT TYPE:: Part-Time (2-5 days/week, 20 - 25hrs/ week)

SALARY: \$20-\$24 / hour (depending on experience)

START DATE 8/13/2026

CONTRACT LENGTH: 8/13/2026 - 6/4/2027

EASTSIDE STUDENT CENTER

Who we are: Eastside Student Center at Line Street is a youth-centered after school space where teens can hang out during after school hours. We're a place where students can come and explore their interests, make friends, and get involved in their community. We offer options and support for our 13-18 year-olds to choose their own adventures in art-making, gaming, community-building, gardening, leadership, baking, and more.

Who you are: An outgoing adult who loves to start conversations, is comfortable talking to, building relationships, and being a role model for teens. Enjoys leading creative activities and sharing your interests with others, likes to get a group together to go outside or stay in to play games.

POSITION OVERVIEW

Eastside Student Center is seeking an enthusiastic, dedicated Program Lead to assist with our Bishop Teen Center after school program. The Program Lead will play a key role in supporting youth ages 13-18 by facilitating activities, building positive relationships with participants, and supporting all aspects of program implementation. The ideal candidate will have experience working with youth, a passion for being part of their community, and a commitment to creating safe, inclusive spaces for young people.

Key Responsibilities:

- **Programs & Activities:** You'll run program activities aligned with Eastside Student Center's mission, including games, workshops, art projects, and outdoor activities. You'll be vital in helping maintain program standards, and adapting activities to meet kids' needs.
- **Mentorship & Relationship Building:** Program Leads will provide guidance and mentorship, to foster a safe and inclusive environment for all by modeling respectful, responsible, and kind behaviors and choices.
- **Youth Engagement:** Actively encourage youth involvement in games, programs & activities. Support youth leadership by empowering participants to take on community-oriented roles and following their lead in day-to-day activity choices.



- **Operational Support:** Work closely with the Eastside Student Center team to ensure that all operational elements, such as supply procurement, grocery shopping, monthly calendar planning, communicating with parents, and cleaning & facility upkeep, are met.
- **Program Evaluation:** Track and document attendance, help collect basic reporting data and feedback on programming from students and parents in collaboration with the Eastside Student Center team.

Qualifications:

- Good interpersonal and communication skills: you like teens (13-18) and want to work with them
- Experience working with youth in a similar environment (school, as a parent, summer camp, outdoor educator, etc.)
- Ability to manage a work load on your own, comfortable solving problems in the moment, ability to communicate with team and parents with professionalism and confidence, can take ownership of the responsibilities in the space and support other staff in completing tasks
- Ability to work after-school hours: up to 5 days/week, August 13, 2026 – June 4, 2027
- Comfortable with: playing active games, lifting up to 20lbs, walking one or more miles daily, standing for extended periods, cleaning up big messes, trying new things
- Child Development knowledge preferred
- Bilingual preferred (Spanish)

Why Join Us?

Working at Eastside Student Center means making a direct impact in the lives of young people in our community. This is a fun and meaningful opportunity for a compassionate person dedicated to empowering youth, and creating a safe, inclusive environment. As Program Lead, you'll help shape playful programs that encourage youth leadership, build life skills, and create positive social and emotional connections with kids. You will also receive career/future planning support from the staff, based on your unique values and aspirations if you would like.

Application Instructions: Fill out the application at <https://forms.gle/3jsg1sTwkLWscu8F9>

Eastside Student Center is committed to being a safe, supportive, and inclusive space for all staff and participants, and we actively welcome and encourage individuals of all backgrounds, including Indigenous, Latinx, LGBTQIA2SP+ individuals, and members of other historically marginalized groups to apply.