

Job Title: Hub Teen Center Program Assistant

Employment Type: Part Time Temporary Position

Position open until filled

Employment dates: December to April (with opportunity to extend)

The Bristol Recreation Department and the Hub Teen Center are seeking a qualified and enthusiastic Program Assistant for the 2021-22 Academic year. This is a part-time temporary position (20 hours a week) from December through April (with potential for extension). Compensation: \$15-\$17 depending on experience and certifications

Primary Responsibilities (Essential Functions)

- Prepare for and provide supervision at the Hub Teen Center during drop-in hours Monday-Friday (2PM-6PM)
- Assist with Hub related activities (games, activities, arts & crafts, snacks)
- Assist Hub Staff with required safety measures related to COVID-19 (including cleaning & disinfecting touchpoints)
- Always present a positive, engaging attitude and appearance
- Maintain a high standard of professionalism with Teens & Parents
- Serve as a trustworthy adult role model who maintains healthy boundaries with youth

Experience and Training

Six months to 1-year experience with childcare. Current First Aid, AED/CPR or ability to complete training. Must pass a background check and complete finger printing before start date. Must have ability to complete Mandatory Reporter training.

Knowledge, Skills, and Abilities Required

- High School Diploma is required
- Ability to follow routine verbal and written instructions (staff manual, COVID-19 related safety measures)
- Ability to effectively communicate with teens in a non-judgmental manner
- Ability to react calmly and effectively in emergencies
- Strong organization and time management skills
- Ability to effectively communicate well with other staff
- Ability to form and model safe, responsible relationships with youth
- Ability to maintain a polite and approachable demeanor with teens, parents, and all community members

To apply, please e-mail a cover letter, resume, three references to bristolhub@gmail.com with Hub Teen Center Employee in the subject line or send to:

Bristol Hub Teen Center Employee Search
P.O. Box 249
Bristol, VT 05443

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