

Elizabethtown Social Center, Inc.
Program Assistant job description

Job Summary

Assists with activities and programs, including planning and promoting activities and programs, supervising activities and programs as needed, and ensuring safety standards and precautions are met.

Responsibilities and Duties

- Staffing/supervising Teen Rec programming and other Social Center community activities, programs and events.
- Engaging with teens, which may include, but not be limited to: playing games (basketball, pool, tennis, board games, etc.), cooking, cleaning up, teaching skills (e.g. crafts, photography)
- Chaperoning off-site trips.
- Helping to keep the building and grounds in good order, which may include, but not be limited to: keeping bathrooms clean and orderly, putting away all sports equipment, picking up grounds, straightening up common areas, and closing and locking up buildings.
- Assisting with programs, events and activities with duties such as arranging tables and chairs, setting up equipment, and other such tasks as necessary for the Center's operations.
- Bringing Teen Rec incidents to the attention of the manager on duty and assist in coming to an appropriate response.
- The position is also responsible for other duties as assigned, within the scope of the overall position.

Qualifications and Skills

- Requires excellent communication skills, good humor, and comfort working with a wide range of ages and interests, particularly adolescents. Past experience working with adolescents is preferred. Must be able to handle challenging situations confidently. Must be available some evenings and weekends.

Schedule, Salary and Benefits

This is an hourly, substitute position. Shifts will include evenings and weekends. \$17.50/hour base rate with a \$5/hour differential after 6 pm (\$22.50/hour).

Please apply at the Social Center, on Indeed, or submit resume to Jon McDonald, Program Coordinator, at programs@elizabethtownsocialcenter.org.