

**The Community House**  
**Teen Staff Program Assistant**  
**Part-Time, 10-20 hours per month**  
**Base Pay: \$11.00/hour**

**Position Description**

**Primary Responsibilities:**

- Help to maintain discipline and ensure safety during Middle School Night and Kids Night Out events.
- Abide by and enforce all rules and policies in relation to Middle School Night and Kids Night Out events.
- Understand and follow any special instructions issued by the supervisor or guardians of participants in teen or kids events.
- Act as a role model for program attendees by being both approachable and professional.
- Intervene and/or notify a supervisor about inappropriate social behavior or bullying at teen or kids events.
- Ensure that participants of teen and kids programs depart with authorized guardians at the end of the event.
- Prepare concessions and snacks according to health safety standards.
- Assist with set-up, break down, and clean-up of space both before and after events.
- Be vigilant at all times and notify a supervisor about safety, fire, and health concerns at any Community House event.
- Establish and maintain effective working relationships with others.
- Other duties as assigned.

**Requirements**

- Age 15 or older
- Must possess strong communication skills (verbal and written).
- Must possess strong personal boundaries and ability to set limits.
- Must be self- motivated and have the ability to follow specific instructions.
- Must interact professionally with other staff members and program participants of all ages.
- Attends any and all meetings and trainings provided by the Community House including, but not limited to: first aid, fire safety and prevention, food handling, and responding to adolescent behavior.
- Reports to Program Coordinator and Executive Director.
- Arrive early or on time for all shifts.
- Notifies the Program Coordinator of conflicts for mandatory shifts well in advanced. Separate procedure to be covered during orientation.
- Must adhere to procedures for confirming or canceling shifts.
- Must work the following required events: all Middle School Nights, all Kids Night Out events, Harvest Dinner set up, and Block Party.
- Must work a minimum of 10 additional shifts to support other Community House programs such as theater shows, Breakfast with Santa, Father Daughter Ball, etc.

Forward resume or request application by contacting:

Sarah Bergeron  
Program Coordinator  
978-468-4818 x16  
[sarah@communityhouse.org](mailto:sarah@communityhouse.org)

I accept the terms and duties of this position as outlined above:

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Signature

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Date