



Program Assistant - TCH Teen Staff Team
Part-Time, up to 20 hours per month
\$13.50/hour

Position Description

Primary Responsibilities:

- Supervise youth and maintain a safe environment during dances and special events
- Enforce rules and policies set forth by TCH to maintain quality, integrity and safety of programs
- Understand and follow special instructions communicated by the supervisor on duty or parent/guardians
- Model and demonstrate appropriate behaviors for program attendees
- Intervene and/or notify a supervisor about inappropriate social behavior or bullying
- Ensure that participants depart with authorized parents/guardians at the end of the event
- Prepare concessions according to health safety standards.
- Practice safe money handling procedures
- 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
- Other duties as assigned
- HAVE FUN!

Requirements:

- Must be age 15 or older
- Must possess strong personal boundaries and ability to set limits
- Must be outgoing, punctual, self- motivated and take direction
- Must interact professionally with others
- Attend all required meetings and trainings
- Notifies supervisor in advance of schedule conflicts
- Must work the following required events:
- Must work a minimum of 20 events per year. Required events for all teen staff include: middle school dances, Kids Night Out, and the annual Community Block Party.
- Reports to Program Director

For more information, please contact:

Tracey Sacco, Program Director

Tracey@communityhouse.org

978-468-4818 x 14