



Position Title: Community Center Assistant

Job Relationship: Community Center
Supervised by: Director of Social Services
Supervises: None

Position Summary:

Under general supervision of the Director of Social Services assists in and performs planning, coordination of events and recreational activities in the Community Center.

Duties and Responsibilities:

1. Serves on a two-person team in coordinating and facilitating activities, programs and self-enrichment classes for children, teens and families at the Community Center.
2. Assists with researching, developing, planning, reporting and implementing current and projected Community Center programming.
3. Sets up the Community Center for daily activities, STEM activities. Shares information with volunteers on daily agendas and leading activities. Also orients new volunteers to the Community Center.
4. Assists and monitors residents, youth, volunteers, and instructors at the Community Center.
5. Implements Community Center expectations, carries out disciplinary action with youth when necessary, and communicates with residents regarding youth behavior as well as upcoming events and activities.
6. Demonstrates enthusiasm and creates and maintains an atmosphere of interest in all phases of work. Serves as a positive role model to any youth he/she encounters.
7. Maintains Community Center bulletin boards. Assists with distribution of timely material to residents. Performs general housekeeping matters such as cleaning, mopping, sweeping the porch, and sidewalk of the Center.
8. All other duties as assigned.

Education/Experience:

- High school education, or equivalency.
- Must be at least 18 years of age.
- Any combination of advanced education and/or experience working with children and youth in a childcare, summer or after school program.
- Must already possess or be able to obtain a State of Arizona Department of Public Safety fingerprint clearance card.

Knowledge/Skills/Abilities:

Effective oral and written communication skills. Strong interpersonal, analytical, organizational and problem solving skills. Ability to work independently and as part of a team. Ability to multi-task. Assists Community Center Coordinator with coordinating the work of volunteers; developing interpersonal relationships with a variety of internal and external customers; using computers and related software; communication, both verbal and written to interact effectively with co-workers, supervisors, volunteers and the general public sufficient to showcase House of Refuge in a positive manner. Must be able to lift 25 lbs.

Hours:

Part-time, 25 hours per week. Typical hours are:

Monday 3-6pm

Tuesday 3-7pm

Wednesday 3-6pm

Thursday 3-7pm

Friday 3-6pm

Additional hours are for planning purposes and are flexible.

Hours will change during Higley Unified School District breaks and summer.

Please submit a letter of interest and your resume to Alicia Kenney at alicia@houseofrefuge.org.