



Bristol Hub Teen Center
110 Airport Drive, Bristol, Vermont 05443
(802) 453-3678 www.Bristolskatepark.com or e-mail: Bristolhub@gmail.com

Job Title: Hub Teen Center Program Assistant
Employment Type: Part Time Seasonal Position

The Bristol Recreation Department and the Hub Teen Center is seeking a qualified and enthusiastic Assistant for the 2021 Summer season. This is a part-time position (20 hours a week) from 6/14 – 8/20.

Compensation: \$12-15 depending on experience and certifications

Primary Responsibilities (Essential Functions)

- Provide supervision at the Teen Center during open hours Monday-Friday (3pm-6pm)
- Assist with Hub related activities (games, activities, arts & crafts, snacks)
- Assist Hub Staff with required safety measures related to COVID-19 (including conducting health screenings)
- Always present a positive and engaging attitude and appearance and maintain a high standard of professionalism with Teens & Parents)
- Help with takedown of Health and safety materials and equipment as well as daily cleaning procedures.
- 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; Completion of VOSHA training or ability to complete training before start date. Must pass a background check and complete finger printing before start date.

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

- 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 and a completed [application](#) by the end of the day **April 26, 2021 or until position is filled** 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

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.