



TOWN OF ROCKLAND

Human Resources

Stacy Callahan

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EXTERNAL JOB POSTING

Job Title: Varied
Department: Teen Center

Salary Range: \$11.00-\$15.00/Hour
Reports To: RTC Advisory Board

The Rockland Teen Center operates on Friday nights (7pm to 10pm) during the school year for the benefit of the youth of Rockland in grades 6 through 12. The RTC offers a full gym, HD cable TV/video games, billiards, foosball, table tennis, a snack bar, and frequently sponsors field trips and other activities. This position is being offered by the Teen Center Advisory Board and will report to the Board.

Desirable Qualifications: Strong verbal and inter-personal skills, Self-Motivated, Must be flexible with scheduling

Education: High School Diploma required; Bachelor's degree (or currently enrolled in Bachelor's program) preferred

Essential Duties and Responsibilities include, but not limited to:

- Provide supervision of TC members and ensure teen center rules are upheld for the safety and well-being of all
- Set-up & break-down of all equipment at the beginning and end of each night
- Work with other staff to clean the TC and fill out the cleaning duties sheet at the end of each night
- Be willing to follow and activate appropriate incident and crisis procedure and document these events in writing
- Inform Advisory Committee of any issues that arise that may endanger any TC member, employee or volunteer
- Possess a positive reputation in the community
- Have the ability to take direction, and be self-initiating and self-motivating with a positive attitude
- Have the ability to uphold the rules and boundaries of the Rockland Teen Center
- Have interest in participating in programs and events beyond the scope of those that take place within Teen Center
- Possess a flexible outlook on the position and its scheduling
- Notify Advisory Board of time-off needs at least three weeks in advance due to the nature of the TC scheduling and the safety of our members
- Initiate and participate in activities that include gym activities, games, concession stand management, supervision of TC entrance, and more

Supervision: This individual works under the general supervision of the Teen Center Advisory Board.

Job Environment: Teen Center events are fast paced, loud, and crowded. This environment requires staff members to constantly be on the move. These staff members must be self-motivated and comfortable speaking with and interacting with upwards of 60-115 teenagers per night/event.

Recommended Special Requirements:

Possession of a valid motor vehicle operator's license
CPR and first aid certification

Physical Requirements: Moderate physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 5+ hours standing and/or walking.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The Rockland Teen Center is hiring three positions which consist of a Supervisor, Teen Center Staff Member, and Activities Coordinator. Qualifications will determine where applicant is best suited. This is a part-time job, September 2016 through June 2017, and provides no benefits. A CORI will be processed and contingent upon hiring.

A letter of interest and resume should be emailed to scallahan@rockland-ma.gov or addressed to:

**Town of Rockland
Human Resource Coordinator
Teen Center Position
242 Union Street
Rockland, MA 02370-1892.**

Applications are available at the Human Resource Coordinator's office at Town Hall or the Youth Commission Office at the Rockland Community Center. Interviews for the position will begin in August. Applications will be accepted until the positions are filled.

The Town is an Equal Opportunity Employer.