



# TOWN OF ROCKLAND

## Job Description

|                        |                                       |                     |          |
|------------------------|---------------------------------------|---------------------|----------|
| <b>Position Title:</b> | Teen Center Assistant                 | <b>Grade Level:</b> | N/A      |
| <b>Department</b>      | Recreation                            | <b>Date:</b>        | 11/19/21 |
| <b>Reports to:</b>     | Teen Center Board/Recreation Director | <b>Hourly Rate</b>  | \$16.00  |

The Rockland Teen Center is looking for energetic, responsible, and a reliable staff member to monitor teen activity, interact with teens, facilitate games and activities as well as attend Teen Center events. The purpose of this position is to perform supervisory duties for Rockland Teen Center's events/activities. This individual will help to set up/breakdown events, supervise (with others) upwards of 60-115 teens per night, work concessions and will perform other duties as needed to assure night/events run safely. This position entails working Friday nights from 6:30-11:00 p.m. from September through May.

**Desirable Qualifications:** Strong verbal and inter-personal skills, strong problem solving skills and self-motivated, Must be flexible with scheduling.

**Education:** High School Diploma or equivalent, five (5) years' experience working with children/teens

### **Essential Duties and Responsibilities include, but not limited to:**

- Must attend at all Teen Center events.
- Assists in supervising and coordinating the activities of the Teen Center programs and monitors Teen Center operations. Helps implement recreation activities, contests, social events, games, classes, and special programs and events; assures activities are following policies, regulations, goals and safety standards; duties will vary according to job assignment.
- Prepares and sets-up rooms and other areas on event night when Teen Center programs are held. Overseas & participates in clean up afterwards.
- Personable with parents, teens, and coworkers.
- Enforce Rockland Teen Center rules, regulations, and policies to assure safety of all teens in attendance.
- Must be able to make quick decisions, problem solve, stay calm and be tactful with teens as well as their parents, police, vendors, EMT etc.

**Supervision:** This individual works under the general supervision of the Teen Center 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.)*

Applications found at [www.rockland-ma.gov](http://www.rockland-ma.gov). Email completed application, letter of interest and resume to [scallahan@rockland-ma.gov](mailto:scallahan@rockland-ma.gov). Posting open until filled.