



Program Assistant

Organization

At Hill House, we believe that kids deserve the space to run, play, learn and grow. That is why we are proud to be the backyard in the city for over 1,500 families by offering safe, high quality programs, events and outreach activities that enrich the lives of families living in Boston. Every year we offer hundreds of programs and classes, summer camps and community events throughout the year. For more information go to: www.hillhouseboston.org.

Overview

The Program Assistant will work with a variety of ages at our Firehouse [127 Mt Vernon Street, Boston 02108] and Joy Street [74 Joy Street, Boston 02108] locations. The Program Assistant will allow participants and their families in and out of the buildings, answer questions and provide customer service, and assist with administrative tasks. The Program Assistant may also have the opportunity to work special events, as the opportunity arises.

We are seeking an enthusiastic, dependable, and positive person who enjoys working with elementary and middle school aged children and who is comfortable interacting with children and their parents.

The Program Assistant position is a part time position during the months of September, October, and November, and has the potential for successful candidates to work during the winter and following spring months, too. This position does not offer health or dental benefits.

Essential Job Functions

- Opening the door and welcoming children and families to Hill House classes.
- Maintaining a friendly working environment with Hill House instructors and learning environment for participants, and maintaining a positive working environment for other organizations operating out of the Joy Street location.
- Working with families to maintain a respectful noise level within the shared spaces.
- Assure that facilities are safely and properly prepared and maintained for use by program participants and staff.
- Make recommendations on processes to maintain security of the buildings.
- Completing office and administrative projects and tasks as assigned.
- Maintain open communication with the Office Manager and Program Director.

Qualifications

- Dependable and professional in attendance and communication.
- Ability to follow and carry out state guidelines for health, safety and risk management.
- Current CPR, First Aid, and AED certification is preferred.
- Professional experience working with children and families.
- Ability to interact with parents in a consistently positive manner.
- Successful completion of a criminal background checks process.

Preferred Availability: Weekday “after school” hours (i.e. 3:00pm – 7pm)

Competitive wage offered, commensurate with experience.

To apply: please send cover letter and resume to Beth Jameson, Office Manager, at bjameson@hillhouseboston.org