



Program Assistant and Lego Club & Playgroup Facilitator

Hill House is seeking to hire an energetic individual to provide administrative help and program support in a non-profit that primarily serves children 0-12 years old.

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 2,000 families by offering safe, high quality programs, events and outreach activities that enrich the lives of families living in Boston. Every year we offer over 400 programs and classes, three summer camps and over 50 community events a year. For more information go to: www.hillhouseboston.org.

Overview

The Program Assistant and Lego Club & Playgroup Facilitator is responsible for assisting Hill House to manage the operational aspects of running more than 150 classes and programs. The position is part-time, hourly and has no benefits. Hours listed below may change depending on schedule and season. The applicant may be asked to work on periodic weekends, depending on the program schedule. When filled, this position will report to Hill House as Program Manager but works closely with all other staff.

This position will not only provide needed office support to our program staff and administrative team, but will get to experience working with children in a small environment, as well. This position requires someone who shows the capacity to set up engaging playgroups for 3 month old to 2 year old children and their caregivers, can take on the role of creating building challenges and support for 5 to 10 year olds. We expect that our program supporters will create caring environments where children can grow, socialize and find a sense of community in their neighborhood.

Hours needed to be filled are: Tuesdays from 1:00 to 3:00 pm for playgroup; Wednesdays from 1:00 to 6:15 pm for playgroup, Lego Club and office support; Thursdays from 3:00 to 5:30 pm for office support; Fridays 3:15 to 7:15 pm for office support. These hours will be valid in the winter and spring (with minor adjustments) with the possibility of work in the summer and fall.

Qualifications

- Ability to follow and carry out state guidelines for health, safety and risk management.
- Current CPR, First Aid, and AED certification is preferred.
- At least 2 years of experience working with children and families in an office environment.
- Ability to interact with parents in a consistently positive manner.
- Proven experience and comfort in working with a variety of software programs, including (but not limited to) Microsoft Office, donor and program databases and email listserv software.
- Excellent customer service and problem solving skills.
- The ability and willingness to juggle many tasks and demands at once.
- Successful completion of a criminal background checks process.

Essential Job Functions

- Assisting in the administration of programs at both Hill House properties.
- Providing coverage at the front desk, which includes greeting families, answering phones, responding to emails and, at times, opening or closing the building.
- Working closely with the Program Assistant and Program Manager to ensure the delivery of high-quality programs to Boston residents.
- Communicating cancellations or changes to program schedules to families via the website and social media.
- Assisting with the set up and breakdown of classrooms.
- Assisting with occasional weekend building rentals or events.
- Monitoring the entry and departure of class participants.
- Supporting the Program Assistant, Program Manager, Athletics Manager and all leadership staff with administrative tasks as assigned.

Competitive wage offered, commensurate with experience. PHONE CALLS WILL NOT BE ACCEPTED

Please send a cover letter and resume to Rachel Czubryt, Program Manager, at rczubryt@hillhouseboston.org.