

On-Site Facilities Assistant

RESPONSIBILITIES & DUTIES:

- Assist office staff as needed to keep daily administrative tasks of Co-Op functioning smoothly
- Communicate and collaborate with building custodial staff to:
 - maintain clean and safe areas for program blocks and special events
 - pre-request needed equipment, supplies or furniture needed for program blocks and special events
- Maintain the lunchroom facility by:
 - Teaching children how to be responsible about cleaning up after themselves
 - Emptying garbage cans as needed to prevent overflow
 - Performing light sweeping and picking up to assist children and custodial staff
- Set up for camp events and special activity days
- Serve as a librarian to check books out and in and re-shelve all books with accuracy

REQUIREMENTS

- Must be at least 18 years old by July 1, 2017
- Social security card and working papers (working papers are obtained at your high school)
- Fingerprinting for any non-Mamaroneck School District employee
- Two professional or personal (non-family) references

BENEFITS

- Camp Staff T-Shirt
- Highly collaborative work environment where your knowledge and help is needed and will be valued regardless of age or experience - all voices matter
- Opportunity to serve children from diverse backgrounds including children who come from low socioeconomic status or bilingual homes and/or who have social/emotional needs or academic weaknesses
- Experience developing useful job and personal skills:
 - Leadership skills
 - Organizational skills such as program planning and implementation
 - Mentoring skills assisting younger children with problem solving, conflict resolution and perseverance
 - Recommendation letters for future endeavors (based upon performance)

REQUIRED PROGRAM DATES & TIMES:

Orientation week

June 26, 2017 to June 30, 2017

9 AM to 3 PM

Program weeks

July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)

8:30 AM to 3:30 PM Monday, Wednesday, Thursday, Friday

8:30 AM to 4:00 PM Tuesday (weekly staff Meeting)

*program start and end times subject to change based upon scheduling changes to be determined in April; program may start at 8am and end earlier

SALARY

\$3,100 to \$3,400 based upon experience

Paid Bi-Monthly in July and August (3 payments total)