



Position Title: **SHCC Float Position**

Classification: Full Time/ Exempt

Reports To: Associate Director

Position Overview: This position will work across the full range of Sara Holbrook Community Center programs, with students 18 months to 18 years as a substitute when there are staff absences or a higher degree of staffing needs in a classroom. While in the program this person will work with other staff to ensure a safe environment, a functioning space, implement activities/curriculum, and troubleshoot any challenges that arise. When there is not a need for program support they will focus on SHCC administrative tasks and other duties as assigned by the Executive or Associate Director. Hours will vary depending on program needs but will be no more than 8 hours per day between the hours of 8:00am and 8:00pm.

Essential Duties and Responsibilities:

- Support all SHCC programs as an additional staff member as assigned
- Work with staff, interns, and volunteers to ensure a safe and supportive environment
- Provide programming to support the physical, emotional, and social development and meet the special needs of the group and individual children
- Record and document ongoing observations of children and incident report if needed
- Accept role and responsibilities of being a mandated reporter for child abuse/neglect
- Stay apprised of licensing regulations and program policies
- Take part in ensuring a clean and organized facility at all times
- Perform additional administrative tasks including but not limited to filing, data entry, supporting reception functions, etc.

Qualifications:

Education & Experience Required:

- Bachelor's degree
- Two years or more experience working with youth
- Knowledge of restorative practices

Skills & Requirements:

- Knowledge and experience implementing a developmentally appropriate activities/curriculum
- Demonstrates ability to work with children and their families including those with special needs
- Relates and works well with children
- Strong oral and written communication skills
- Experience working in cooperative relationships with other adults

- Able to organize effectively and work independently and to work as a team member
- Commitment to ongoing professional development
- Physically able to daily lift, bend and twist as it relates to program equipment and children
- Access to reliable transportation; clean driving record
- Computer & Internet Literate

The above statements are intended to describe the general nature and level of work performed by persons assigned to this position. They do not include all job duties performed by employees in this position.

SARA HOLBROOK COMMUNITY CENTER
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