

Project Genesis Support Staff

Project Genesis is a safe and professionally supervised environment that supports individual and group success by fostering healthy peer relationships and interactions. The center aims to be a productive place where youth can form friendships, complete homework, explore personal interests and hobbies through classes and group possibilities all while working with staff and peers to navigate the social and emotional challenges of adolescent life.

Located in Hillsborough, NH

General Statement of Duties: A Project Genesis Support Staff is responsible for assisting the Director of Youth Services in the general operations and community service needs of the Youth Center program.

Distinguishing Features of the Position: This part-time position may require after hours work as needed for special events and attending occasional meetings. Typical hours and days are Monday, Wednesday Thursday and Friday from 1:00-7:00pm.

Examples of Job Duties:

- Assist Youth Center Supervisor with community service activities to be completed on a weekly basis
- Assist in monitoring youth participating in Youth Center programs and activities
- Help plan, implement, and complete community service tasks
- Maintain a safe, clean and secure environment at the Youth Center
- Report matters of attendance and disciplinary concerns to the Director of Youth Services

Communication: The position requires verbal and written communication skills with the ability to effectively communicate with and to work well with children, other employees, volunteers, and members of the community. The ideal candidate will possess:

- The ability to work independently and efficiently while taking initiative and working alongside the Director of Youth Services
- A background in social work, youth engagement, criminal justice or equivalent experience
- Strong organizational and problem solving skills, as well as the ability to demonstrate good judgment and strong boundaries when working with youth
- Exhibit a cheerful and friendly attitude and show respect and concern for others
- Exhibit a desire to assist local youth in personal development through positive engagement and interactions
- The ability to support and foster healthy and professional relationships with youth and work side by side during community service tasks and events

All candidates must be able to pass a criminal background and driving record check

All interested applicants please send resumes and cover letters to Chelsea Szalanski, Director of Youth Services via email at ysdirector@hillsboroughnh.net