



Dr. Michael and Catherine Bullock Community and Recreation Center Apprentice

POSITION: **Community Center Apprentice**

REPORTS TO: Director of the Community Center

SUMMARY: The Community Center Apprentice will be responsible for assisting the Director and programming staff in all activities at the center along with maintaining professional decorum at all times. The apprentice will perform a variety of duties. Such duties include: general cleaning and upkeep of the facility, help with registered and drop in programs, assistance with maintaining order and security, support with youth sports and development and assistance with youth personal growth and development. The apprentice will attend a monthly individual meeting as well as a monthly professional development seminar with the apprentice program director. They may also attend other specific trade courses as needed. This position requires a commitment to all the duties listed above.

COMPENSATION & TIME COMMITMENT: This apprenticeship position is paid (\$8.25 per hour). There is a minimum time commitment of 6 months up to 1 year working. This is a part time position. Hours are flexible to accommodate Community Center needs, including **evenings and weekends**.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist with opening and closing duties of Community Center
2. Smile, greet and engage members, staff, and others who come into the Community Center
3. Maintain a polite and positive attitude at all times
4. Support with implementation of registered and drop in activities within established guidelines
5. Help oversee the children, classroom, community room and other center activities
6. Assist with security and monitoring
7. Aid with youth sports activities
8. Check –In and out center guests by utilizing basic computer skills
9. Assist guests in using facility equipment, as needed.
10. Attend and participate in family nights, program activities, staff meetings and staff training
11. Must be able to spend a large portion of the day walking, lifting up to 40 pounds (bags / supplies / chairs / tables/ fitness equipment), and completing manual labor.
12. Monitor gym, weight room, halls, parking lot and the educational/ community rooms
13. Keep building & parking lot free of debris and trash as well as assist with cleaning & upkeep of the facility
14. Other duties and responsibilities assigned by supervisor

Support Provided:

1. In-house training
2. Bridges Apprenticeship team materials, uniforms and resources
3. Department support training, leadership enhancement & professional development curriculum
4. Human Resource Apprenticeship Procedure Manual

Qualifications & Skills Required:

1. Have high school diploma or GED
2. Must show proof of Covid-19 vaccine
3. Have reliable transportation
4. Reliable, accountable, motivated, task-oriented, a willingness to learn and be a team player
5. Excellent organizational, problem-solving, and leadership skills
6. Good temperament and communication skills (verbal and written)
7. Basic Computer Skills

TO APPLY

Apply at 1107 Griffin Ave. in the Catholic Social Ministry office. Bring a resume and reference information. You may also send information to heidih@edmunditemissions.org.