

LITCHFIELD COMMUNITY CENTER JOB OPENING

PART TIME ASSISTANT POSITION

INTERESTED PERSON PLEASE SEND RESUME, STATEMENT OF INTEREST (INCLUDING 3 REFERENCES) TO LITCHFIELDCOMMUNITYCENTER@GMAIL.COM

APPLICATION DEADLINE FEBRUARY 28, 2019

General Responsibilities

Assist with the development and implementation of programs, activities and services of Litchfield Community Center. Focus is on evening and weekend offerings thus qualified individual must be available for these time periods. Work under the supervision of Executive Director and in collaboration with fellow Community Center staff members.

Qualifying candidates will meet following requirements:

Commits to furthering the mission of the Litchfield Community Center, Inc.

High School Diploma

Has obtained or is working toward college degree and/or 3-5 years working in related field/services

Hold Valid CT Driver's License and have minimum 5 years driving experience without violations/accidents

Holds or will obtain CT DMV Public Service License upon hiring.

Submit to background check through State Police

Must have genuine interest in working with and assisting individuals of all ages

Proficient reading, writing skills; proficient interpersonal relations and communicative skills; proficient auditory and visual skills; ability to sit, stand, lift, bend, reach and pull a minimum of 50 pounds

Available to work evenings and weekends depending on program/activity schedule and needs of organization.

Employment with Litchfield Community Center, Inc. is understood to be at-will.