



Community Recreation Association
400 Main Street • Dalton, MA 01226
413-684-0260 • daltoncra.org



– CRA JOB OPPORTUNITY –
After School Front Desk Staff – DYC
Part Time

The Dalton Community Recreation Association (CRA) is seeking a highly motivated, professional, caring, and hard-working Front Desk Staff member who will provide leadership, supervision, and coordination for the **DYC Drop in Program at the Dalton Youth Center.**

RESPONSIBILITIES

- Well-organized, thorough, and highly reliable/dependable
- Ability to remain calm and maintain a high-level of professionalism and personal and work ethics/integrity at all times
- Assist Director of Social Programs with tasks at Youth Center
- Help with homework and literacy
- Report daily to the Director of Social Programming
- Supervise teens while they are at the Youth Center
- Provide overall support for a clean, fun and safe environment for kids to interact

REQUIREMENTS

- This is a part time position that requires weekday afternoon availability 5 days a week, Monday–Friday, approximately 2:00–5:30 pm in fall, later hours during winter
- Must be at least 16 years old
- Experience overseeing youth preferred
- Ability to successfully pass and maintain criminal background history checks including: CORI, SORI

Send your resume and cover letter to:

tvreeland@daltoncra.org

or

Dalton CRA

**c/o Taylor Vreeland, Office Manger:
400 Main Street, Dalton, MA 01226**

The Dalton CRA is an Equal Opportunity Employer