

Summer Outreach Program Assistant

Hourly rate \$8.00 Max 28 hrs per week

Interested candidates must submit their resume and employment application to the Township of Edison HR Dept 100 Municipal Blvd., Edison NJ 08817 on or before 6/25/18

Responsible for helping facilitate Summer Outreach Program for its entire duration (July 10-August 31).

Serve as a youth mentor to participants in program

Serve as chaperones on Summer Outreach trips

Make copies of permission slips for participants, parental handouts, pre/post test printing and grading, copies of program evaluations as needed

Signing participants in and out before and after program sessions

Setup and cleanup for education sessions and after lunch

Printing program materials for year-round Municipal Alliance programs including B.A.B.E.S, Strengthening Families Program, etc.

Updating inventory for prevention education programs (counting handouts, craft supplies, etc)

Other clerical duties including but not limited to phone calls, filing, labeling, etc.