1. Answering phones/Making phone calls
2. Filing
3. Handing out flyers
4. **Computers Skills -Data Entry**
5. **Social media Skills**
6. Assisting with event set up and breaking down
7. Help organize recreational youth activities
8. Encourage participation and help develop positive social interactions
9. Assist with greeting clients
10. Running errands

**Rules:**

Strick cell phone policy -You can not be on your cell phone during work hours unless its an emergency. Lunch break you can use phone.

If you are late or need a day off, please make us aware ahead of time and not last minute unless its an emergency. More than three times we have to request someone else.

Must be able to work the last week of July and first week August. At least one Saturday a month. Aug 5th is a must. This day is one of our big events.