



## Job Description: Teen Night Assistant

Bainbridge Artisan Resource Network (BARN) is a community makerspace and learning place for all ages. The Teen Night assistant is a paid, on-site support position for our monthly Teen Night program. Please see [bainbridgebarn.org/youth](https://bainbridgebarn.org/youth) to learn more!

**Reports to:** Youth Programs Coordinator

### Responsibilities:

- Overall on-site support of Teen Night monthly program at BARN
- Assist with check-in at the front desk
- Assist with setup and cleanup
- Assist with planning and supervise a casual crafts activity for up to 16 participants
- Assist with food & beverages (food handler license preferred but not required)
- Pick up pre-ordered pizza for the event
- Other miscellaneous event-related tasks as needed

### Qualifications:

- Experience working with youth ages 13-18
- Experience with making arts and crafts
- Comfortable using Google platforms
- Ability to remain calm and act quickly in a crisis is required
- Excellent communication and interpersonal skills; ability to take initiative and problem-solve
- Available for all the event dates
- Driver's license and a reliable car
- Background check required

**Pay Range:** \$18 to \$20 per hour, depending on experience.

**Hours:** 4pm-10pm on-site for event nights. Some flexible remote support hours may also be available on a month-to-month basis.

**2023-2024 Dates:** October 6th, November 10th, December 8th, January 12th, February 9th, March 8th, April 12th, May 10th.

**To Apply:** Submit a cover letter and resume to [sarahj@bainbridgebarn.org](mailto:sarahj@bainbridgebarn.org) by September 15, 2023.

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.