

Position Title: Building Companion

Reports To: Program Director

Work Hours: 9 am – 2 pm, Monday through Friday. 25 hours per week.

Pay Rate: \$15 per hour

Work Description: Must perform direct supervision service for youth and families. Must have fundamental knowledge of building security. Must have skill in escorting people from one building space to another space in the building. For example, leading children from the building entrance to restrooms and classrooms. Must carefully provide focused supervision to youth and adults with regard for the safety and well-being of everyone. Must adhere to the vision, mission, goals, and objectives of the program. Ensure all people entering the program building sanitize and wash their hands. Other tasks as assigned.

Pre-Interview Requirements: Submit cover letter and resume to bsadirector@bspc.org

Pre-Hiring Requirements: Attend an interview on **Monday, August 31, 2020 at 9:00 am, 12:30 pm, or 4:00 pm**. Complete a staff information form. Complete and clear both BCI and FBI background checks.

Hiring Requirements: Complete all required employment paperwork.

Post-Hire Requirements: Complete 1-Hour Child Abuse Training. Complete 1-hour COVID-19 Safety Training. Complete 1-hour Communicable Disease Overview Training.

Anticipated Hire Date: Monday, September 14, 2020

How to Apply: send cover letter and resume to bsadirector@bspc.org. Type “Building Companion” in the subject line.