



Bristol Hub and Skatepark  
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Phone: 453-3678 Fax: 453-5188 or [www.BristolSkatePark.com](http://www.BristolSkatePark.com) or e-mail: [BristolHub@gmail.com](mailto:BristolHub@gmail.com)

**POSITION TITLE:** Hub Teen Center Director

## **RECREATION DEPARTMENT MISSION STATEMENT**

The Bristol Recreation Department is committed to offering lifelong learning opportunities through a wide range of quality recreational and performing arts activities to people of all ages.

**40 hours per week, Monday-Friday with some weekends and flexible hours**

**SALARY:** \$ 20-24 an hour depending on education and experience.

**BENEFITS:** paid sick leave, two weeks of paid vacation, health insurance, and pension

**START DATE:** Early January 2026

**REPORTS TO:** Recreation Department Director

## **POSITION SUMMARY**

The Hub Teen Center Director is responsible for overseeing and coordinating a year-round community teen center. As Director, the person works closely with teens, community partners, parents, and other town departments to strengthen and expand The Bristol Hub Teen Center as a community resource and third space for youth. The Hub Director's primary goal is to create a safe, inviting, and enriching environment for teens aged 12-19. This includes prioritizing youth voice, curating the space, partnering with local agencies and non-profits to offer resources and opportunities, developing policies, and navigating behavioral and social conflicts. The Director serves as one of the main faces of the Hub, representing the space and advocating on behalf of the teens in public settings and at events. They work with the rest of the Recreational Department on general program development that benefits the Hub and overall quality of life for Bristol Residents. In the Summer, the Hub Director is responsible for planning and overseeing at least two week-long day camps, which can be repeat programs from previous years. The Director works with the grant administrator to plan and apply for grants to fund daily programming and long term program and development goals. They work with other community stakeholders and the rest of the town employees to develop long-term, strategic plans. The Director oversees the data collection and grant reports for all relevant grants and reports. The Hub Director works within the municipal structure for all decisions and responsibilities. The role is highly collaborative, with a wide range of responsibilities and frequently changing priorities in the daily work. The Director wears many "hats" with the overarching goal of lifting up the Hub and the teens that utilize the space.

## **DUTIES AND RESPONSIBILITIES**

- Establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ensure a safe, clean, and welcoming facility.
- Center youth voice in decisions while ensuring safety and required procedures are followed.
- Demonstrate leadership and management skills to mentor youth.
- Articulate a vision about preparing youth for the future - from social, economic, cultural, and personal perspectives - to partners, funders
- Build relationships and connections with relevant community partners and agencies.
- Address conflict and Behavioral concerns, prioritizing the youth perspective and accountability.
- Maintain responsible boundaries and direct youth to qualified mental health professionals when appropriate.
- Skills and energies to build a team and lead effective staff development and training.
- Plan and assist in fundraising and special events.
- Seek out and implement Teen Center best practices and procedures.
- Participate regularly in relevant trainings and conferences.
- Facilitate long-standing youth enrichment programs and seek out new ones, including PREP (Sex ed)
- Work with the Recreation Director to develop and meet annual budget requirements.
- Work with the Grant administrator and create grant proposals to increase funding for teen programs and meet all requirements for grant reporting.
- Represent the Hub at appropriate community meetings/events.
- Participate and plan summer programs for youth of all ages. Including at least two camps and assisting the other staff with their camps as needed.
- Plan trips for Hubings, utilizing the van and collaborating with teens to ensure the trips align with their wants.
- Collaborate with the rest of the rec department staff and the town staff on long-term plans and direction, and the Hub and Recreation Department in Bristol.
- Research best practices to ensure equity and flexibility
- Collaborate with teens, community members, and other staff to ensure the Hub has a strong and consistent identity as different projects and endeavors are pursued.
- Maintain and update social media and emails.
- Plan programs at the Hub and collaborate with the Rec Department

- Support the ever-evolving Hub identity and space.
- Comfortable working with a wide variety of community members and age groups
- Complete any other duties as assigned by the Directors.

## **KNOWLEDGE AND EXPERIENCE**

- Possess a bachelor's degree in a related field. Years of experience in a related field may, but not necessarily will, offset education.
- Minimum of one year's experience in staff management/supervision.
- Minimum of one year working in direct service with youth ages 12-19
- Present positive role modeling through all interactions with the community.
- Meet frequent deadlines and time pressures with a positive attitude.
- Familiarity with the theory of third spaces
- Knowledge on how to navigate state systems and social services, or comfort asking for help and direction to gain that information
- Communicate effectively both orally and in writing.
- Working knowledge of developmental psychology and sociology
- Attain CPR and First Aid certifications.
- Pass a criminal background check.
- Knowledge and experience with various computer applications

## **DESIRED ATTRIBUTES**

- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of diverse backgrounds, abilities, opinions, and perceptions.
- Demonstrates effective leadership, strategic planning, and staff development.
- Makes sound judgments and transfers learning from one situation to another.
- Proven ability to build and maintain strong relationships with internal and external stakeholders
- Embraces innovative approaches and discovers ideas to create a better member experience.
- Working knowledge of and commitment to centering youth voice and experience while supporting them as a trusted adult, role model, and mentor
- Strives to meet or exceed goals and deliver a high-value experience for members.

- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seeks opportunities in the change process

**Application Instructions:**

Please submit a cover letter, résumé, and three references to **hubdirector@bristolvt.org** and **recdirector@bristolvt.org** by **November 3rd, 2025**.

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