

Temporary (16 week), part-time (20 hours per week) position working at the Long Creek Youth Development Center in South Portland. The pay is \$18/hour. The job description is below:

1. Opening incoming mail, responding appropriately including emails, mailing information packets to residents' family members, keeping classification reports current; filing; preparing files for meetings; assemble or create resident files; consulting with the Classification Director daily; scheduling weekly classification meetings and notifying all attendees by telephone, email and mail when appropriate; brief note taking. Objective and results are to keep the daily paperwork processed in a timely manner and to get the appropriate meetings scheduled for the residents committed to Long Creek.
2. Mail, scheduling meetings, notifying attendees of meetings, mailing letters to residents' families, brief note taking
3. Person will report to the Classification Director
4. High school diploma; office experience required; typing skills 50+ words per minute; good oral and written communication skills; knowledge of email systems
5. Location – Long Creek Youth Development Center, [675 Westbrook Street, So. Portland, Maine](#) – Classification Department

Edward Gott

President

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