



Spark Point is Hiring an Assistant Manager!

The Assistant Manager helps manage and oversee all aspects of day-to-day operations in the Spark Point day, after-school and summer program located in West Jordan.

This position is full-time with some on-call responsibilities and weekend shift rotations.

The Assistant Manager has a variety of responsibilities including but not limited to: ensuring staff complete required daily documentation, coaching/supporting staff on shift, and complete on-site and vehicle checklists.

Minimum Qualifications:

- Related work experience
- Highly organized
- Skilled at managing problem behavior and crisis situations calmly and effectively
- Strong written and verbal communication and interpersonal skills
- Positive attitude
- Person-centered philosophy
- Passionate about your job
- Team player
- Must be a driver

Please submit resumes to Shaleen Cleveland, shaec@ctasupports.com and Miquelle Black, miquelleb@ctasupports.com.

External candidates should email: hr@ctasupports.com