



Duties for the Operation of the J. Ryan Solutions Center are as follows:

For ALL STAFF MEMBERS Managers and Assistants

A. Physical Space

- Open center on time. If You are going to be late Inform Jamie.
- Turn on all equipment and ensure systems are working.
- Maintain the cleanliness of the center at all times.
- Report issues via phone or email to a Regional Manager.
- Vacuum and empty Trash daily at end of shift (Use last 15 minutes of the day to tidy up the CLC).

B. Student and Resident Interaction

- Enforce all rules of the center.
Always be friendly, helpful and engaging with Residents/Students...
- Assist with the needs of our clients/students to the best of your abilities
- Maintain order and eject unruly clients. (This is mainly for youth and teen clients determine appropriate amount of time between 1 minute and a day for minor infractions. For major infractions longer amount of times maybe necessary.)

C. Overall Management and Reporting

- Keep a log of the daily activity in the center and submit a monthly report of the highlights to the Regional Manager. (If you are the senior team member at your CLC - you are responsible for the monthly report. Monthly reports are due within the first week of the new month.)
- If you replace ink or paper and notice the supplies are running low, let your senior team member know via phone or email so replacement supplies can be ordered.
- When closing - ensure the equipment has been turned off and in its proper place, chairs, keyboards, headsets in place.
- Use **Center** Social Media (Twitter etc.) at least once a day.
- Inventory of supplies weekly.
Post Hours on the last day you work for the week MYADP.COM.