

POSITION/DEPARTMENT: Assistant Youth Coordinator, Youth Services

HOURS OF WORK: Summer/ May to August; M-F, 20-30 hours/week varied; Varied; Evenings 5:30-10:30pm. Some weekend and evening events possible for special events.

COMPENSATION: \$13-15/hr, no benefits

POSITION DESCRIPTION:

Works with Youth Coordinator in supervising trips and activities for middle and high school age youth. Oversees the Rec Center's daily events, activities and programs, keeps records of attendance and manages 2-3 staff. Position reports to the Youth Coordinator. Youth supervision, experience working with middle school youth, and related field experience preferred.

Year round work opportunities also available

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides daily oversight of program and direct care with youth participants, including one trip a week
- Assists in maintaining program records
- Assists in implementing and overseeing activities/events for summer Rec Center hours
- Works with Youth Coordinator for the maintenance of materials and equipment at the Rec Center.
- Assists with ordering/ purchasing supplies for programming at the Rec Center.
- Assists Youth Coordinator with meeting department programming needs.

QUALIFICATIONS:

- Experience working with middle/high school youth preferred.
- Familiarity with childhood development or other related field preferred. Education in recreation, youth development or related field preferred.
- Must be 18 years of age or older at the time of hire, 21+ preferred.
- CORI check, driving record and SORI check to be conducted.
- 1st Aid/ CPR certification required (but can be arranged)

Email your resume and cover letter to Andrea Egmont at aegmont@cityofnewburyport.com