



## **CITY OF NEWBURYPORT**

### **RECREATION AND YOUTH SERVICES DEPARTMENT - JOB**

#### **POSTING**

**POSITION:** **Head Recreation Leader; Recreation Programs**

**DURATION/HOURS:** **Part Time, Seasonal; Days and Number of Hours Vary;  
Per Diem**

**COMPENSATION:** **\$17-\$17.75/hour, depending on experience**

Head Recreation Leaders assists the Site Coordinators or Program Directors in carrying out the program or event for participants in a safe, fun and educational manner while furthering the mission of Newburyport Youth Services through development and delivery of high-quality youth and recreational programming. Programs are usually offered seasonally with a fall, winter, spring and summer calendar. The qualified candidate for this position would be a strong youth leader, fun, energetic, and responsible. Oversees daily activities and may supervise Rec Leaders and assists the Site Coordinator or Program Director with implementation of department programming. May become year-round.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Helps to plan, implement and oversees activities as described for the program or event
- Assist in ordering materials and equipment for or in the program or event
- Sets a positive example as a youth leader to participants and other staff
- Focuses on building relationships with participants, staff, and parent/caregivers.
- Maintains attendance records and staff schedule
- Assists in all aspects of meeting department programming needs.
- Performs other duties as deemed appropriate by the Director of Youth and Recreational Services

#### **QUALIFICATIONS:**

- Must be 17 years of age or older at time of hire.
- Must have working papers from the School Department during the school year.
- Experience working with children required
- Ability to relate to youth and adults in a positive manner
- Ability to communicate and work with fellow staff in a group setting
- Must successfully pass a CORI and SORI check

**Employment Applications are available on the City of Newburyport website.**