



CITY OF NEWBURYPORT

YOUTH SERVICES DEPARTMENT - JOB POSTING

POSITION: Activities Coordinator; Youth Center & Teen Trips

DURATION/HOURS: Part Time, Year Round; Monday- Friday (occasional weekends); 25 hours/ week; Hours set monthly around programming needs

COMPENSATION: \$18-20/hour, depending on experience

Activities Coordinators are responsible for the planning, implementing, and marketing 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 programming at the Youth Center for grades 4-12 (primarily 6-8). The qualified candidate for this position would be a strong youth leader, able to manage other staff, fun, energetic, organized, responsible and dependable. Assists with program planning and implementation and assists the Program Supervisor with implementation of department programming. Position reports to the Program Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, implements and oversees activities and events for the Youth Center
- Responsible for the facility, opening and closing and safety
- Responsible to order supplies, concessions, maintain materials and equipment for the program or event
- Responsible for the accountability of participants at all times
- May assist in the hiring of program staff
- Sets a positive example as a leader and manage other staff effectively
- Responsible for maintaining attendance records, emergency information and medical needs of participants
- Focuses on building relationships with participants as well as parent/caregivers
- 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 18+ years of age or older at time of hire.
- College course work in education, recreation, youth development or similar suggested
- College Degree preferred
- Must have a valid driver's license and clean driving record.
- Must have experience working with children
- 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.



CITY OF NEWBURYPORT

YOUTH SERVICES DEPARTMENT - JOB POSTING

POSITION: Recreation Leader; Youth Center

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

COMPENSATION: \$12-\$15/hour, depending on experience

Recreation Leaders assists the Activities Coordinator and Supervisor of Youth Programs 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 programming at the Youth Center. The qualified candidate for this position would be a strong youth leader, fun, energetic, and responsible. Oversees daily activities and assists other Youth Center staff with implementation of department programming. Position reports to the Supervisor of Youth Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements and oversees activities as planned
- Assists in developing activities or engaging members in activities
- Assist in maintaining materials and equipment
- Assists in all aspects of meeting department programming needs.
- Sets a positive example as a youth leader.
- Assists in set up and clean-up of all areas of the Youth Center
- Focuses on building relationships with participants as well as parent/caregivers.
- Assist in maintaining attendance records.
- Performs other duties as deemed appropriate by the Director of Youth and Recreational Services

QUALIFICATIONS:

- Must be 16 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 preferred
- 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.



CITY OF NEWBURYPORT

YOUTH SERVICES DEPARTMENT - JOB POSTING

POSITION: Site Coordinator; Recreation Programs

DURATION/HOURS: Part Time, Year Round; Days Vary; 15-19 hours/week or per program

COMPENSATION: \$15-\$18/hour, depending on experience

Site Coordinators may work supervised or unsupervised with a Program Director 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, able to manage other staff, fun, energetic, and responsible and dependable. Assists with program planning and implementation and assists the Site Coordinator or Program Director with implementation of department programming. Position reports to the Assistant Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, implements and oversees activities as described for the program or event
- May be responsible for the facility, opening and closing and safety
- Responsible to maintain materials and equipment for or in the program or event
- Responsible for the accountability of participants at all times
- Sets a positive example as a leader and may manage other staff
- Focuses on building relationships with participants as well as parent/caregivers
- Assist in maintaining attendance records
- 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 preferred
- 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.



CITY OF NEWBURYPORT

YOUTH SERVICES DEPARTMENT - JOB POSTING

POSITION: Summer Recreation Leader, Teen Trip Program

DURATION/HOURS: June 24, 2019 -Aug 23, 2019 ; Monday -Friday 20+ hours a week

COMPENSATION: \$15-\$18/hour, depending on experience

The Summer Recreation Leader assists the Program Supervisor in carrying out the Teen Trip program for participants in a safe, fun and educational manner while furthering the mission of Newburyport Youth Services through development and delivery of youth and recreational programming. NYS offers over 45 day, night, and overnight recreational programs throughout the summer. The qualified candidate for this position would be a strong youth leader, fun, energetic, and responsible. Oversees daily activities and assists the Program Supervisor and fellow NYS Staff with implementation of department programming. Position reports to the Program Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements and oversees activities and overnights for teens (12-18 years old).
- Provides transportation and operates a city owned vehicle, 12 passenger van.
- Maintains materials and equipment of the Teen Trip Program.
- Assists in all aspects of meeting department programming needs.
- Sets a positive example as a youth leader.
- Assist in maintaining attendance records.
- Performs other duties as deemed appropriate by the Director of Youth and Recreational Services

QUALIFICATIONS:

- High School diploma required
- Valid and clean driver's license required.
- Must be 21 years of age or older at time of hire.
- 2+ years of college completion in education, childhood development, recreation or other related field preferred
- Several years experience working with middle school youth preferred.
- 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.

Please Contact: Lee Gordon, Youth Program Supervisor @lgordon@cityofnewburyport.com