CITY OF NEWBURYPORT

<u>**RECREATION AND YOUTH SERVICES DEPARTMENT - JOB POSTING**</u>

POSITION:	**Site Coordinators; Recreation Programs**
DURATION/HOURS:	**Part or Full Time, Year-Round; Days and Number of Hours Vary; Per Diem**
COMPENSATION:	**$18-$18.75/hour, depending on experience**

Site Coordinators are responsible for running the program or event. They are responsible to create a space 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 leader, dependable, responsible and have a positive outlook. Oversees daily activities and may supervise Rec Leaders with implementation of department programming. May become year-round.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement and oversees activities as described for the program or event
- 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
- Maintains regulations in line with NYS and state requirements
- 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.
- Must have working papers from the School Department during the school year.
- Experience working with children required
- Supervisory experience 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.