



**GEORGETOWN YOUTH COMMUNITY CENTER
PART TIME EMPLOYEE OUTREACH JANUARY 2022**

POSITION/DEPARTMENT: Lead Project Coordinator, Georgetown Youth Community Center
HOURS OF WORK: 3 Days Per Week, 15-19 hours/week; Afternoons and flexibility in work hours to accommodate evening and weekend programming.

COMPENSATION: \$20/hr

POSITION DESCRIPTION:

Position reports to the Parks and Recreation Commission. The Lead Project Coordinator will be responsible for the planning, budgeting, and administration of the Georgetown Youth Community Center. The Lead Project Coordinator will work with other staff members to create a safe, vibrant, and engaging center for the community's youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Community outreach to youth
- Plans, coordinates and supervises activities and programming for teenage youth at the GYCC.
- Implements and oversees activities and events for teenage youth year-round.
- Develop marketing and promotion of programming
- Interacts regularly with school administration and works to collaborate with youth organizations throughout the Town.
- Maintains daily ratio staff to child, updates files and emergency information.
- Responsible for the maintenance of materials and equipment
- Responsible for regular reports on events and activities
- Facilitate youth counsel to inform programming
- Develops budget proposals and recommendations for programming
- Supervises drop-in center staff and volunteers
 - Plan and facilitate regular staff meetings
 - Provide information on policies and procedures
 - Keep staff up to date on children's individual needs, health issues, etc.
- Completes other duties as assigned by the Parks and Recreation Commission
- Attend Parks and Recreation Commission meetings as needed

QUALIFICATIONS:

- Two years experience working with youth
- College coursework in education, childhood development or other related field preferred, but not required
- Ability to multi-task
- Ability to collaborate and lead team members
- Excellent time-management and planning skills
- CORI check to be conducted.

SUBMIT APPLICATIONS TO TOWN ADMINISTRATOR ORLANDO PACHECO AT
OPacheco@georgetownma.gov