



**GEORGETOWN YOUTH COMMUNITY CENTER  
PART TIME EMPLOYEE OUTREACH AS OF JULY 2019**

- 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:** \$16-20/hr, based on experience and qualifications

**POSITION DESCRIPTION:**

Position reports to the Parks and Recreation Commission. 2+ years of college in education, childhood development or other related field preferred. Experience with supervision of staff preferred. Several years experience working with middle or high school youth preferred.

**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
- Create and 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:**

- Completion of 2 years or more of college in education, childhood development or other related field preferred.
- Supervisory experience of staff preferred.
- Several years experience working with middle school youth preferred.
- Ability to multi-task
- Reports directly to the Parks and Recreation Commission
- Must be CPR and First Aid Certified.
- CORI check to be conducted.