

**GEORGETOWN YOUTH  
PART TIME EMPLOYEE  
2019**



**COMMUNITY CENTER  
OUTREACH AS OF NOVEMBER**

**POSITION/DEPARTMENT:**  
Youth Community  
MA)

Activities Coordinator, Georgetown  
Center (51 North St. Georgetown,

**HOURS OF WORK:** 3 Days per Week, 15-19 hours/week; Afternoons and flexibility in work hours to accommodate evening and weekend programming.

**COMPENSATION:** \$15-18/hr, based on experience and qualifications

**POSITION DESCRIPTION:**

The Activities Coordinator would be responsible for working with the Lead Program Coordinator to run the new Georgetown Youth Community Center. This person is charged with creating a safe, inclusive, fun space for middle and high school youth to hang out at after school. The Center will be open 3 days a week and some Fridays for night events. We are looking for someone who is good with kids, energetic and enthusiastic, and wants to take on a leadership role in creating this new space. Responsibilities include program development and implementation, building relationships with youth, maintaining safe space.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Community outreach to youth
- Develops programming with the Lead Project Coordinator
- Implements and oversees activities and events for teenage youth year round.
- Develop marketing and promotion of programming
- 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
- Assists the Lead Project Coordinator with meeting department programming needs.

**QUALIFICATIONS:**

- Completion of 2 years or more of college in education, childhood development or other related field preferred.
- Several years experience working with middle school youth preferred.
- Reports directly to the Lead Program Coordinator
- CORI check to be conducted.

Send resumes with cover letter to Michael Farrell, Town Administrator, 1 Library Street, Georgetown, MA 01833 at [Jpantano@georgetownma.gov](mailto:Jpantano@georgetownma.gov). ELECTRONIC SUBMISSIONS ONLY