



JOB OPENING

JOB TITLE	Education Coordinator (Youth Center)
POSTING DATE	07/28/25
CLOSING DATE	Open until position filled.
DEPARTMENT/DIVISION	Special Services/Recreation
EMPLOYEE GROUP	Temporary, General
EMPLOYMENT STATUS	Part-Time, Temporary
START DATE & WORK SCHEDULE	ASAP 20-30 hours per week on a schedule agreed upon between the applicant and the Recreation Specialist.
PAY RATE	\$16.00-\$18.50/hr
PREVIOUS WORK EXPERIENCE	Experience working with youth in a formal and/or informal setting preferred.
EDUCATION	Must have a high school diploma or higher. College education and/or degree in a related field preferred. Some experience supporting other staff members preferred.
SPECIAL SKILLS & TRAINING	CPR and First Aid certification preferred. Archery Instructor Level 1 or higher optional for specific programming.
BASIC RESPONSIBILITIES	Support After School Youth Program staff during the daily operations of the program after school. Ensure the planning and facilitation of activities during the program. Support staff with reporting, documenting, and enforcing program policies. Report to the Youth Programmer on program planning and program productivity. Must be available during programming hours Monday through Friday 2:00pm-6:00pm as well as additional office hours for planning.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER