

Town of Hillsborough Parks and Recreation Department

Job Title: Youth Coordinator

General Statement of Duties:

- Plan, develop, organize, and implement life skills programs for the Teen Center.
- Plan, develop, organize, and implement training and programs for 'Camp Manahan.'
- Plan and cook daily meals for participants of the Teen Center.
- Shop and maintain a budget for the general operations of the Teen Center.
- Assist with the day-to-day operation of 'Camp Manahan.'
- Plan, implement, and supervise community service opportunities.
- Create and maintain effective working relationships with community members, local businesses, and school districts to increase awareness and partnerships with the Parks and Recreation Department.
- Report youth attendance, discipline, and other pertinent matters to the Director of Parks and Recreation.
- Work collaboratively with the Parks and Recreation Team.
- Provide transportation in the Town of Hillsborough vehicles.
- Maintain a safe, clean, and supportive environment at all Parks and Recreation Facilities.
- Create engaging social media posts that highlight the Teen Center and 'Camp Manahan.'
- Perform other job-related duties as assigned.

Distinguishing Features of the Position: The position typically operates Monday through Friday, 10 am-6 pm, for a total of 40 hours/week, with occasional after-hours work for special events and meetings. This is a full-time benefited position. Applicants can negotiate flexibility in schedule with the Director of Parks and Recreation.

Desired Attributes and Qualifications:

- A Bachelor's Degree in Education, Physical Education, or Recreation is preferred but not required.
- Verbal and written communication skills to effectively communicate with both team members and members of the community.
- Strong computer skills utilizing software such as Microsoft products (Word, Excel, etc.).
- Able to work independently and efficiently while taking initiative and accountability.
- Strong organizational and problem-solving skills.
- Knowledge of social media apps to promote events and engage with community entities.

Required: All eligible candidates must be able to pass a criminal background check, have a clean driving record, and produce three professional references.

Pay is determined based on level of education and experience. The pay Range is \$21-26/hr.

All interested applicants, please send resumes and cover letters to:

James Clough, Director of Parks and Recreation, via email at jclough@hillsboroughnh.net