



Pine Hill Community Center

www.pinehillcommunitycenter.org

287 Main St Pine Hill NY 12465

845 254 5469

The Youth Coordinator is responsible for administering and delivering programs for young adults in Pine Hill Community Center's service area. They are responsible for updating existing program curricula and developing new curricula to carry out PHCC's year round youth program and summer camp program. The coordinator is responsible for taking notes and maintaining records to track program progress and accomplishments and ensure timelines and deliverables are being met. They should have a broad knowledge of child development, program facilitation, and age appropriate discipline. A basic understanding of socio economic issues as they relate to youth and the communities in the local and surrounding area is a bonus. They work collaboratively with staff and community partners to carry out the program.

RESPONSIBILITIES:

- Provides leadership, guidance and training for program staff and visiting facilitators.
- Conducts outreach to recruit youth for PHCC's youth camp.
- Create schedules, timelines and detailed outlines for all youth programs.
- Coordinates and supervises the day-to-day activities of the program
- Communicates with caregivers and program adults frequently and effectively
- Facilitates the design and implementation of youth projects.
- Tracks and documents program sessions with sign in sheets, detailed notes, photos, & any other means deemed appropriate.
- Leads evaluations of program
- Maintains & expands effective collaborative relationships with schools, orgs, etc. and serves as liaison between youth program team and PHCC management staff.
- Monitors program activities; reviews, prepares and submits program reports to management in accordance to grant funding
- Maintains a positive work environment and sets an example of conduct and professionalism

QUALIFICATIONS

- Excellent written and verbal communication skills
- Proficient in Google docs, Sheets, Excel and social media.
- Some experience of participating in and running youth programs
- Bi-lingual Spanish speaker a bonus, but not required

- Ability to relate to young people AND keep a professional distance a must
- A self-starter with strong organizational and time management skills
- Must be grounded and organized and yet flexible and open to the changing demands of a small organization
- Willing to step into tasks as needed and requested by management

Compensation: \$25/hr part time/seasonal

To Apply: Submit resume and cover letter to cmcmurray@pinehillcommunitycenter.org. Position available June 1. Open until filled. Submissions reviewed on an on-going basis.