
Cape Elizabeth Community Services
343 Ocean House Rd, Cape Elizabeth Maine 04107

(207) 799-2868 kathleen.raftice@capeelizabeth.org



POSITION: Youth Program Coordinator
SALARY: \$17.50 - \$19.50/hour
OPENING DATE: April 12, 2019
CLOSING DATE: Until position filled
JOB TYPE: Full-time (40 hours)
DEPARTMENT: Community Services/Recreation

THE POSITION:

Are you the right fit for our growing department? Are you ready to roll up your sleeves and get to work? Cape Elizabeth Community Services is seeking a full-time Youth Program Coordinator to join its dedicated and diverse team. We are searching for someone who is dynamic, creative and passionate about making a difference in our community. This position is under the direct supervision of the Community Services Director and works to coordinate recreation and enrichment programs for youth. The employee in this position supervises, develops and expands programs and events to meet the recreational needs of its residents.

Position Classification: This position is classified as a full-time, hourly (non-exempt) position.

Supervisory Responsibilities: This position supervises part-time employees and independent contractors. This is professional work of moderate difficulty in organizing, promoting, conducting, and supervising recreational programs and events in a growing community. The flexible schedule will include evenings and weekends.

The Town offers a wide variety of benefits to its employees including a competitive benefits package and salary.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Associates degree in Recreation and/or Leisure Service Management or related field.
- ◆ Two or more years of experience in a progressively responsible recreation programming position.
- ◆ Ability to organize and manage people of all ages.
- ◆ Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.
- ◆ Valid State of Maine Driver's License with clean driving record.
- ◆ Considerable knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them. .
- ◆ Strong supervisory skills and decision-making abilities, proficient in conflict resolution and the ability to communicate verbally and in writing to various and diverse groups and individuals, including children.
- ◆ Considerable knowledge of and proficiency in current computer applications and recreation management software.

APPLICATION:

Application and complete job description available at www.capecommunityservices.org or contact Community Services Director, Kathy Raftice (207) 799-2868, Kathleen.Raftice@capeelizabeth.org. Please submit completed application, resume and three professional references to: Cape Elizabeth Community Services, c/o Kathy Raftice, 343 Ocean House Rd., Cape Elizabeth, ME 04107