

EMPLOYMENT OPPORTUNITY

POSITION: Youth Program Assistant
SALARY: \$16 - \$18 per hour
OPENING DATE: September 10, 2021
JOB TYPE: Part-Time Year Round
DEPARTMENT: Town of Cape Elizabeth/Community Services



Community Services

We offer versatile educational, cultural, recreational and social enrichment programs to youth, adults and seniors. Programs take place in the Community Center where our offices are located, as well as, many classrooms, gyms and fields located on the Cape Elizabeth school campus and around town. Our after school programs vary Monday - Friday and our sports programs vary on the weekends.

Position Overview

Work collaboratively with Youth Program Coordinator to develop and implement diverse youth programs. Serve in a supervisor capacity onsite to transition participants to and from after school/weekend programs as needed. Support Community Services and staff.

Position Requirements

- 18 years of age or older
- Possess proven leadership skills
- Strong organizational skills
- Required to work outdoors in all types of weather
- Communicate effectively with parents, instructors and program participants
- Extremely reliable, dependable, and punctual
- Good decision making skills
- Ability to use a computer for email, Internet and any Community Services related software relevant to the position
- Perform other duties as assigned

Application Process

Interested applicants should submit a cover letter and completed application.