

TOWN OF MILTON
JOB POSTING

POSITION: Milton Teen Center Program Coordinator
GRADE: Part-Time 15-19 Hrs. Week - \$23.39hr.
DEPARTMENT: Parks & Recreation
DATE: July 11, 2019

RESPONSIBILITIES:

Employee works under the general direction of the Parks & Recreation Managers; will oversee the management and activities of a drop in center serving the Towns youth. This individual will be responsible for creating, marketing and implementing a calendar of after school options in conjunction with the town Park and Rec middle school ID program, town sports league, the Public Library, Milton Art Center, Pierce after school programming, Milton Youth Task Force and other non-profits that may cater to the Middle School population. The hours are Monday through Thursday 2:30-6:00pm.

REQUIREMENTS:

Advanced training in Recreation leisure studies or Bachelor's degree in Education, Psychology, Sociology or related field. Three years of municipal experience or activities coordination in a similar setting, Middle School teaching experience preferred.

Special Requirements

Valid Massachusetts Motor Vehicle Operator's License

RESPOND TO:

Send letter of interest and resume to: Paige A. Eppolito, Assistant Town Administrator, Town Office Building, 525 Canton Avenue, Milton, MA 02186. **Position open until filled.**

See www.townofmilton.org for full job description.