

Job Opening

Winooski Youth Programs Coordinator

Basic Description:

The Winooski Youth Programs Coordinator will be the person primarily responsible for the facilitation and sustainability of Winooski's Recreation and Wellness Youth Programs, including the After School, Vacation Camp, the Thrive Summer Program and the Summer Food Program.

He/she will support City's AmeriCorps members and work closely with the Winooski School District to coordinate community efforts to enrich the lives of children in Winooski.

This position is 25 hours per week.

Requirements:

- BA in related field
- VT Secondary Education license preferred
- Excellent communication, computer, and organizational skills
- Demonstrated collaborative and positive relationship –building skills
- Fundraising experience
- Pass a Criminal Background Check
- Valid Driver's License
- First Aid Certified preferred
- Two professional references

Responsibilities:

- Strengthen partnership with the Winooski School District and other community partners
- Conduct youth program outreach
- Assist in the hiring and support youth program staff
- Manage youth program finances and record keeping
- Write and manage youth program grants
- Ensure compliance with Child Care Licensing Regulations
- Administer Nutrition Programs
- Support AmeriCorps Volunteers
- Coordinate the use of the Community Gardens at Landry and OCC
- Oversee the use and maintenance of the community kitchen at OCC
- Other duties as assigned

Report to:

- Community Development Director, as supervisor
- City Manager and City Council on occasion and as needed.

Apply to: City Manager, City Hall, 27 West Allen Street, Winooski, VT 05404 by paper, or electronically to: deac@onioncity.com, before 3:00 PM August 17, 2010. Please include a cover letter, resume and two professional references.

The City of Winooski is an Equal Opportunity Employer