



CITY OF MALDEN

Human Resources Department

17 Pleasant Street
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Anthony Chiccuarelli, Director

City of Malden Job Opportunity PLEASE POST

Positions: Youth Activities Leader
Department: Malden Teen Enrichment Center (MTEC)
Starting Salary: \$15.00/hour

The Malden Teen Enrichment Center (MTEC) is seeking a qualified and motivated individual to fill a vacancy. The position involves assisting with MTEC activities and the supervision of teens. MTEC provides a welcoming, structured, safe environment for Malden teens to spend time with their friends, receive homework assistance, take part in enriching activities, develop leadership skills, promote community service opportunities, and much more.

Duties and Responsibilities:

Under the supervision and direction of the MTEC Coordinator, the Youth Activities Leader will help facilitate the programming and activities for high school aged youth including: create and deliver a variety of programs that engage teens in developmentally appropriate projects ranging from social, recreational, educational and enrichment activities. Maintain a safe and supportive environment that responds to and supports the needs and interests of each youth and fosters positive and supportive relationships with and between them and staff. Ensure programs meet standards of high-quality, best practices in youth development. Provide outreach to and support partnerships with other youth-serving agencies. Promote MTEC to attract new members, volunteers and collaborating partners. Maintain MTEC calendar, Facebook page and webpage as directed by MTEC Coordinator. Assist the MTEC Coordinator with the recruitment, hiring and training of volunteers. Maintain ongoing documentation of daily activities; work with youth, families and staff. Maintain accurate records including attendance, incidents, reports, etc. Participate in ongoing program evaluations, both internal and external. Participate in ongoing staff development to enhance program practices and quality. Maintain equipment, materials and supplies. Plan and implement MTEC and related community events.

Qualifications:

Minimum of 3 years experience working with youth. Background in youth development with an understanding of social/emotional needs of teens/youth. Excellent organizational skills, attentiveness to detail and ability to follow through with multiple projects. Experience with collaborative, team-oriented environments. Knowledge of Microsoft Office and various social media outlets. Interpersonal skills that excel in cultural sensitivity, respect for differences and effective communication.

Hours:

17 hours per week with no benefits. MTEC is open 2pm to 9pm and candidate must be able to work within these parameters.

To Apply:

Interested applicants may submit a cover letter and resume to Human Resources Director, City of Malden @ maldenhr@cityofmalden.org no later than **4:00pm** on **Tuesday, July 9, 2019**. Selected candidate will need to submit to a Criminal Offenders Records Information report (CORI) background check and pre-employment drug screening.

The City of Malden is an Equal Opportunity Employer.