



JOB OPENING

JOB TITLE	Education Coordinator (Youth Center)
POSTING DATE	July 26, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Part-time
START DATE & WORK SCHEDULE	ASAP 20-30 hours per week on a schedule agreed upon between the applicant and the recreation specialist
PAY RATE	\$16.00 - \$18.00 per hour
PREVIOUS WORK EXPERIENCE	Experience working with youth in a formal and/or informal setting is preferred. College education and/or degree in a related field preferred. Some experience supporting other staff members is preferred.
EDUCATION:	CPR and First Aid certification preferred. Archery instructor level 1 or higher is optional for specific programming
SPECIAL SKILLS & TRAINING	Good communication and organizational skills are required.
BASIC RESPONSIBILITIES	Support after-school youth program staff during the daily operations of the program. Ensure planning and facilitating of activities during the program. Support staff with reporting, documenting, and enforcing program policies. Report to the youth programmer on program planning and program productivity. Must be available during program hours Monday through Friday 2-6 pm.as well as additional office hours for planning.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER