



Linda M. Balzotti
MAYOR

City of Brockton

Brockton After Dark



PROGRAM COORDINATOR

The City of Brockton-Mayor's Office and the Brockton After Dark Planning Committee, is seeking a **PROGRAM COORDINATOR** for the Brockton After Dark Program. This summer long program provides a variety of socio-recreational programs to area youths at several sites in the City of Brockton. Working under the supervision of the Brockton After Dark Planning Committee, the position requires a minimum of a bachelor's degree and/or commensurate experience with demonstrated abilities in management, mediation, organization, interviewing, and youth assessment. Some physical effort is required to perform most duties. The applicant must have access to a vehicle and cell-phone, and **must be a Brockton area resident**. The position will run from early May to the end of August. For the months preceding the start of the program the hours would be approximately 9:00 am to 5:00 pm. For the eight or nine weeks of the program (approximately June 28- August 20) the hours of operation will be from approximately 2:30 pm to 10:30 p.m. with some flex-time required. **A CORI check will be required prior to employment.**

Duties of the Coordinator:

- The Coordinator must be able to multi-task, work with a diverse population in a fast-pace environment
- Perform other duties as assigned by the Planning Committee

Planning of Program:

- Responsible for recruiting and scheduling volunteers
- Responsible for recruiting and registering youth
- Responsible for the coordination of the overall program; marketing, scheduling, locations, supplies, etc. in addition to Police support and food services
- Responsible for creating the agenda and facilitate the Brockton After Dark Committee Meetings
- Responsible for working with community partners to ensure staff is hired in a timely fashion
- Responsible for planning and implementing a Brockton After Dark training for volunteers and staff

Oversight of Program (June 28- August 20):

- Provide daily oversight/supervision of the Brockton After Dark Program
- Coordinate and supervise all Program staff, and volunteers for the summer and possibly for an end of summer event for the Program
- Responsible for registration reviewed daily and entry into the Program's data base as well as transmittal to various sites
- Responsible for overall program coordination, particularly with volunteers, day-to-day management, supervision of program staff and volunteers, and equipment
- Serves as the primary contact person/liaison to youth, parents, and community partners
- Assists with any/all program evaluations with the city's designated evaluator, Kelly Research Associates
- Perform other duties related to summer youth responsibilities as deemed necessary by the Committee

***This is a salary position (no benefits) requiring a minimum of 35 hours per week**

Please send cover letter and resume to (by 4:30 pm on March 19th, 2010):

The Mayor's Office
45 School Street, Brockton, MA 02301
Attn: Koren Cappiello
Or e-mail to: kcappiello@cobma.us