

City of Gaithersburg  
Youth Services Program Team Leader (School Year)  
Career Connector Job ID #10302

#### Description

The Department of Parks, Recreation & Culture's Youth Services Division is seeking energetic and enthusiastic individuals who enjoy working with young people to serve as part-time Youth Services Program Team Leaders during the school year to oversee site operations and provide leadership for this program for middle school and high school aged participants.

Youth Services Team members bring creativity, motivation, self-direction, and confidence in providing quality customer and program-related services to our community. Each individual plays a critical role in the success of the Youth Services Team and the ability to meet the needs and interests of Gaithersburg's diverse community. If you're looking for an opportunity to engage, inspire, and positively impact the lives of young people, you might be just the right person to join our Team!

Team Leaders are responsible for maintaining and managing a safe and secure program site for up to 70 participants. They provide overall supervision of program operations, participants, and part-time staff; coordinate activities, field trips, and other off-site activities; and assume full responsibility of the program during hours of operation.

You must be available to work weekdays (Monday through Friday) during the school year, approximately 10 to 25 hours per week and you must be able to attend all staff training sessions held prior to the beginning of the program. Starting hourly rate depends on knowledge, qualifications, training, and experience.

#### Job Functions

What you will do with us:

Maintain safe and secure operation of the program site.

Provide overall supervision of program operation, participants, and part-time staff.

Coordinate Montgomery County Public Schools (MCPS) free snack program.

Coordinate on-site activities; promote and coordinate field trips and other off-site activities.

Maintain and oversee crisis management and emergency policies and procedures.

Arrange supplies and equipment and ensure equipment and supplies are functioning properly.

Communicate with participants, parents, program staff, and MCPS partners.

Oversee and/or participate in preparing and maintaining facility by cleaning, sweeping, and collecting and disposing of trash when appropriate.

Key responsibilities are highlighted above; please click [here](#) to view the classification description for the Youth Center Program Team Leader position.

#### Qualifications

What you will need to be considered:

Be a high school graduate or equivalent (GED) as of August 31, 2019.

Have at least 2 years of previous paid experience working with youth and the ability to supervise program operations, participants and staff.

Prior experience in public service, supervising employees, and cash management preferred.

CPR/AED and First Aid certification (may be obtained through the City after hire).

Excellent interpersonal and verbal communication skills and leadership qualities.

The ability to make quick and sound decisions, enforce safety rules and regulations, and stay poised and diplomatic in all situations.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

#### Additional Information

Interested applicants must submit an online application to be considered.

This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.

Successful candidates will be subject to a background check and drug/alcohol screening. Direct deposit of paychecks is a condition of employment for all City of Gaithersburg employees.

For more information about the position, please contact Jake Hersom, Robertson Park Youth Center Manager, at the Youth Services Team at 240-805-1540 or

jake.Hersom@gaitthersburgmd.gov. Questions regarding the online application process may be directed to the Department of Human Resources at 301.258.6327 or hr@gaitthersburgmd.gov.

Location: Gaithersburg, Maryland United States

Desired Class Level(s): Junior, Senior

Salary Level: \$13.75 - \$20.00 Hourly

Job Function: Education/Teaching, Other

Approximate Hours Per Week: 10-25

#### **To Apply**

<https://www.governmentjobs.com/careers/gaithersburgmd/jobs/2541085/youth-services-program-team-leader-school-year?page=2&pagetype=jobOpportunitiesJobs>