



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Community Center Coordinator

The Malden YMCA is seeking a motivated individual to lead and coordinate activities in its' Medford Afterschool Community Center. This individual will be responsible for supervising youth ages 6-16, providing enrichment activities, including academic support and tutoring, arts and crafts, working with community volunteers and maintaining communication with community organizations and partners. Experience working with children or appropriate educational background is required. This is a great opportunity to work with great kids in a neighborhood setting.

### DUTIES AND RESPONSIBILITIES

- Supervise and manage school age children
- Supervise daily academic lessons
- Coordinate and organize enrichment activities for youth
- Develop and encourage consistent study habits/routines
- Provide a relationship as a positive mentor/ role model to youth in conjunction with program/agency goals
- Create an ongoing communication with parents, YMCA staff, and community organizations
- Support and build relationships with both parents and youth
- Support in creating a positive and safe environment for all youth
- Provide supervision during indoor and outdoor activities and field trips
- Assist in the supervision of volunteers and support staff

Days and Hrs: Monday, Wednesday and Friday; afternoons and early evening (1 pm – 6pm)  
Compensation: \$16-20/hr + YMCA membership

There is also the potential for Tuesday and or Thursdays at our community center in Malden

## About Malden YMCA

On a daily basis, the Malden YMCA positively affect the lives of 70 preschoolers, 217 school age participants, local youth in need at our 3 Housing Authority Community Centers, over 400 campers, hundreds of children in our Youth Development programs, and hundreds of teens in programs such as the Everett Teen Enrichment Center and Music Clubhouse, Zero robotics, Youth in Government, and Leadership Clubs. The Y commits itself year after year to operating all of these high-need programs and making sure they are accessible to every child in the community. As stated in the Malden YMCA mission, we are "committed to providing vital community services for our community's most vulnerable citizens." Just this summer, the Y served over 50,000 free meals to local children in need.