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**Before & After School Program Coordinator (Epping, NH)**

We are seeking to hire a self motivated, organized, friendly professional to fill our Before and After School Youth Program Coordinator position.  This position will be responsible for running our Before & After School Programs for school age children from 6:30-8:30am at our Elementary School & 2:15-6pm at our Recreation Center in Epping.  The position duties include directly supervising up to twelve program staff, planning a calendar of activities with staff, running youth programming and communicating with parents. Our morning program has up to 40 students and afternoon program has up to 60 students daily. The 29 hour per week position will be increased to up to 40 hours during Vacation Weeks in February and April, Teacher Workshop days and potential for Summer Camp leadership. The starting pay for this position is $14.00-$16 per hour depending on experience and education. We offer paid Holidays.

Qualifications:
Candidate MUST have 3-5 years experience working with children and excellent references.
1-2 years of supervisory experience with volunteers or staff is preferred.
Education in child care, recreation or related field preferred.
Candidate must have a desire to plan and facilitate structured recreational programs for children in a fun and friendly manner.
CPR and First Aid is required (re-certification training is available).
Criminal Background Checks are required as part of the hiring process.
Prefer candidates who are willing to be trained to drive our 15 passenger mini bus (age 21+) Candidate must be able to commit to working a consistent schedule during school year.

To Apply, please email cover letter and resume to: eppingrecreation@gmail.com or mail to Epping Parks & Recreation Department, 157 Main Street, Epping, NH 03042. Positions will be open until filled!

* Location: Epping, NH
* Compensation: Based on Experience and Education
* This is a part-time job up to 29 hours per week.