



The Pittsfield Youth Workshop

"Empowering Youth in the Pittsfield Area since 1986"

5 Park Street • P.O. Box 206 • Pittsfield, New Hampshire 03263

(603) 435-8272 • info@pittsfieldyouthworkshop.org

www.PittsfieldYouthWorkshop.org

After School Youth Center Program Director

The Pittsfield Youth Workshop

The Pittsfield Youth Workshop (PYW) is a nonprofit youth organization committed to providing programs and services that empower youth by helping them to develop useful skills, self-esteem, and meaningful friendships, by involving them in activities that are interesting, challenging, and healthy avenues to self-discovery. PYW operates an afterschool Drop-In Center, offers trips and excursions, and programs for youth in grades 6-12 from Pittsfield, NH and the surrounding area.

PYW is looking for an energetic and active individual to coordinate after school youth programming, by providing high quality and fun activities to the youth of Pittsfield. This is a full time salaried exempt position; approximate work hours are 10:30-6:30PM Monday through Friday, with occasional evening and weekend programming.

Responsibilities:

Direct Service: (15-20 hours per week)

Supervise and facilitate programs during Drop-in Center hours; to include but not limited to:

- Academic Enrichment
- Youth Leadership Development
- Art and Music Enrichment
- Community Involvement and Service Learning Activities
- Small Group Workshops such as Cooking Club, Recreational Activities, Arts & Crafts
- High School Aged Specific Programming
- Trips and excursions, both in and out of town
- Youth Membership Recruitment and Retention

Administrative: (15-20 hours per week)

Plan, coordinate and manage daily administrative duties of organization, and position specific tasks:

- Planning for Direct Service Activities; this includes creating program calendars, research, planning, activity set up, etc.
- Fundraising in collaboration with Board of Directors, Executive Director, and Fundraising Committee
- Grant Tracking, Reporting, and Research in collaboration with Executive Director
- Record keeping and filing
- Program Evaluation
- Professional Development
- Building Maintenance and upkeep of Drop-In Center
- Coordinate PYW Pantry
- Public Relations and Communication:
 - Newspaper articles
 - Newsletters
 - Promotional Materials
 - Website & Online Presence
 - Community Presentations



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Volunteer Coordination: (1-2 hours monthly as needed)

Manage and coordinate PYW Volunteers:

- Volunteer Retention & Recruitment
- Volunteer Orientation & Training

Relationship Building: (1-2 hours monthly as needed)

Work collaboratively, build partnerships and participate in meetings:

- Pittsfield School District
- PYW Board of Directors
- Community Outreach and Collaboration
- Parent Connections
- Parent Groups
- Collaboration with other town organizations as appropriate
- Community Events

Qualifications: Associates Degree or equivalent experience in a related field requested, must be at least 21 years old, mature, enjoy working with teens, work well independently and as a team, be self-motivated and creative, have a strong managerial background, and excellent verbal and written skills. Must pass a full criminal background check, have a valid driver's license, and clean driving record.

Qualified applicants email resume, with 3 professional references, and cover letter to info@pittsfieldyouthworkshop.org – with the subject line *"PYW Program Director"*.