



The Pittsfield Youth Workshop

"Empowering Youth in the Pittsfield Area since 1986"

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www.PittsfieldYouthWorkshop.org

Program Director

The Pittsfield Youth Workshop (PYW)

After school teen center is looking for an energetic and creative individual to help enrich the lives of young people, by providing high quality and fun activities during out of school time.

This is a full-time salaried exempt position. Benefits include 100% company paid health insurance, health reimbursement account, and paid time off (personal, holidays and vacation). Salary range \$38-40K to start. Potential for advancement in the organization for the right candidate.

Approximate work hours are 10:30-6:30PM Monday through Friday, with occasional evening programming. Infrequent weekend hours requested for community events, only a few times per year. We ask that candidates be available when the Drop-In Center is open (2:45-6:15 PM) on school days – with additional hours on Wednesdays for early release (12:45-6:15PM) – hours during school vacation and summer schedules vary.

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 surround area.

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 as requested

- Grant Tracking, Reporting, and Research in collaboration with Executive Director as requested
- Record keeping and filing
- Program Evaluation
- Professional Development
- Building Maintenance and upkeep of Drop-In Center
- Coordination of food pantry and meal prep
- Public Relations and Communication:
 - Newspaper articles
 - Newsletters
 - Promotional Materials
 - Website & Online Presence
 - Community Presentations

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
- Individual 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 good managerial skills, excellent verbal and written. Must pass 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*”.