

City of Auburn
Recreation Department

PAL Assistant Coordinator

The City of Auburn Recreation Department has an immediate opening for an energetic, well organized and very responsible individual to work as the PAL Assistant Coordinator. Duties will include assisting the Lead Coordinator with the PAL afterschool programs and special events; which include supervision of children, food preparation for snacks, basic cleaning and maintenance both inside and outside, and generally ensuring a safe, healthy and fun environment for program participants. The Coordinator reports directly to the Lead Pal Coordinator.

Successful candidates must be at least 18 years of age with a history and experience or knowledge in working with children; must enjoy working with youth, and indoor and outdoor activities; and be available after school hours and for school vacation weeks. Must be dependable and have a reliable mode of transportation. Must be a positive role model and mentor for children from ages 3-18, as well as have work outcomes and outputs consistent with the departmental mission, goals and overall corporate culture.

The PT Coordinator will work between 15 and 19 hours per week.

Send resume or application to Christine Mumau, City of Auburn, 60 Court Street, Auburn ME 04210 Tel. 333-6601 ext. 1416. E-Mail address is cmumau@auburnmaine.gov. Review of resumes will start immediately and will continue until the position is filled.

The City of Auburn is an Equal Opportunity Employer