



## AUBURN PAL CENTER Part-time Program Coordinator Position

The Auburn PAL Center (Police Activities League) is seeking an individual to fill a part-time Program Director vacancy. The Program Coordinator will work cooperatively with the PAL Executive Board to provide meaningful after-school activities for at-risk school-age youth.

Responsibilities will include:

- **Administrative:** Maintain records of program participants, equipment, materials and facility use, personnel hours and total cost of programs; registrations for new PAL members, monthly reporting; coordination of volunteers
- **Programs:** Provide a safe environment for program participants and volunteers; plan, schedule, coordinate, supervise all aspects of the PAL Programs that will enhance social skills and lifelong age-appropriate learning activities
- **Community relations:** Establish and maintain contacts with outside agencies to provide shared youth programs and special events/activities.

This 30 hour per week position is available immediately. Successful candidate must be dependable and use independent judgment; have experience in supervising and organizing recreational programs; coaching experience and/or experience in administering youth programs and be proficient with computer technology. Selected applicant will be required to undergo a background check.

Send cover letter, resume and list of references to: Rita Beaudry, PAL Executive Board Secretary, 60 Court Street, Auburn, ME 04210. Tel 207-333-6650 ext 2052. E-mail address is [rbeaudry@auburnmaine.gov](mailto:rbeaudry@auburnmaine.gov).