



Town of Belmont

Employment Opportunity

The Town of Belmont is now accepting applications for the Full-Time position of:

YOUTH COORDINATOR/

RECREATION PROGRAM ASSISTANT

COMMUNITY SERVICES DEPARTMENT - RECREATION DIVISION

NON-UNION GRADE 9

HOURLY STARTING RANGE: \$58,666.34 - \$70,985.61

SALARY EXCEEDS HIRING RANGE

The Town of Belmont has an opening for a full-time Youth Coordinator/Recreation Program Assistant. The Youth Recreation Programmer will collaborate with, and receive guidance from, the Community Services Department to develop, implement, and maintain programs that promote the health, development, and well-being of the Town's youth. The position works under the supervision of the Director of Recreation Programs and Services to support and advance departmental goals.

The Youth Coordinator/Recreation Program Assistant schedules and attends monthly Teen Committee meetings, collaborates with the Recreation Commission, and prepares materials for youth-focused events and initiatives. Responsibilities include developing meaningful relationships with the Town's youth, parents, and community leaders through regular meetings and events; planning and coordinating programs and activities; marketing and promoting events through various communication channels; fundraising and soliciting co-sponsors; and coordinating efforts with other Town Departments and partner organizations. This position also responds to general inquiries about youth programs and the Recreation Commission, and is responsible for tracking, maintaining, and reporting statistical data.

A key responsibility of this role includes the management and oversight of the Town's large seasonal summer camp program. This includes staff recruitment and hiring; supervising seasonal employees; ensuring compliance with local and state camp regulations; coordinating daily operations and program schedules; managing participant registration; communicating with families; and ensuring a safe, engaging, and well-organized camp environment for all participants.

In addition, the Youth Coordinator/Recreation Program Assistant coordinates and implements year-round recreation programs, manages registration systems, oversees logistics, and ensures high-quality program delivery. Performs other duties as assigned.

The Youth Coordinator/Recreation Program Assistant will lead the follow aspects of the Recreation Division Programming as part of a collaborative and robust team.

- Teen Committee
- Summer Camp
- Special Events
- Dolphins Swim Team
- Part Time Staff Management
- General Recreation Programming
- Marketing and Social Media

Bachelor's Degree in Recreation Management, physical education, human services, Sports Management, administration, or a related field preferred with two to three years related experience; or an equivalent combination of education and experience. Special Requirements: Massachusetts Class D Driver's License, CPR Certified, First Aid Certified.

This is a full-time, non-exempt position which is eligible for the Town's complete comprehensive benefits package, including health, dental and life insurance, paid vacation, sick, personal and holiday leave. This position also qualifies for the Town's pension plan.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov

The Town of Belmont is an Equal Opportunity Employer.

Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a SORI & CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov