



## City of Hyattsville (MD) Part-Time Youth Developer

<b>SALARY</b>	\$22.00 - \$26.03 Hourly \$45,760.00 - \$54,142.40 Annually	<b>LOCATION</b>	City Administrative Building
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	202400035
<b>DEPARTMENT</b>	Community Services	<b>OPENING DATE</b>	03/27/2026

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### Description

The City of Hyattsville offers numerous children & youth programs throughout the year. Primary among them are programs for toddlers and parents, seasonal camps and monthly night camps for elementary-age children, afterschool youth programs, and the Youth Advisory Council. The Youth Developer will work alongside program coordinators to facilitate and lead activities through verbal, and written directions. The Youth Developer will also prepare, organize, and manage all educational and enrichment projects appropriate for school-aged participants. The youth developer is responsible for creating a positive environment that is healthy, fun, safe, and clean for all participants.

The Youth Developer will be involved in all programs reporting directly to the Children and Youth Program Manager. The position is part-time (up to 30 hours per week).

### Example of Duties

- Assist with the coordination and facilitation of all aspects of the Children & Youth Programs.
- Conduct recruitment process for Children and Youth Programs.
- Assist with the coordination and facilitation of the training and meetings for the Camp Coaches.
- Serve as support staff for the City's teen and youth programs as needed, by leading or assisting with activities, performing administrative tasks, and ensuring the safety and well-being of participants.
- Assist with registration and fees and effectively interface with parents and guardians.
- Assist with managing program databases and reports that include enrollment/dismissal of participants.
- Process in-take and referral systems for vulnerable families.
- Purchase all supplies, equipment, and snacks and keep accurate billing and record keeping.
- Establish and maintain relationships with stakeholders and community partners including but not limited to schools, non-profit organizations, and private businesses.
- Supervise consultants, and volunteers for assigned programs.
- Serve as a spokesperson before various audiences in coordination with Program Manager and Community Service Director.
- Assist in conceptualizing short-term and long-term strategies and developing operational plans to ensure that all program objectives are met.
- Utilize data to make well-informed program decisions and assess the impact of services.
- Adhere to City personnel policies.
- Adhere to a flexible schedule including evenings and weekends within the working hours authorized.
- Perform other duties as assigned.

## Secondary Functions

- Support City recreational events and other programs as needed. Assist with setup, breakdown, staffing, and supply pickup and delivery.
- Additional duties and special projects as assigned.

## Knowledge, Skills, and Abilities

- Knowledge of first aid and maintenance of CPR/AED certification.
- Mental Health First Aid
- Mandated Reporting Training
- Experience in supervising special events, recreation, leisure, arts, and physical activities, specifically for children and youth.
- Organization, problem-solving, and the ability to handle multiple situations at the same time.
- Strong customer service skills.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, colleagues, public officials, and the public.

## Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in the field of recreation, social work, psychology, education, or a similar field is preferred, along with relevant work/volunteer experience of 3 years.
- An associate degree in a relevant field, 3 years of relevant experience in lieu of, is the minimum education requirement.
- Bilingual ability preferred (Spanish/English).

## Licenses and Certification

- Valid driver's license with a good driving record

## Physical Demands and Working Environment

- Work is physically active with regular walking, standing, bending, lifting, and carrying heavy items. Work requires physical and manual dexterity to set up and take down events. Requires outdoor work with exposure to weather and adverse environmental conditions such as rain, snow, temperature, and noise extremes, dirt, dust, pollen, traffic, fumes, or machinery. The candidate will work a flexible schedule, including evenings, weekends, and federal, state, and county holidays as needed.

If you do not check off every box in the requirements listed above, please apply anyway! If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings.

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### Employer

City of Hyattsville (MD)

### Address

4310 Gallatin Street  
3rd Fl  
Hyattsville, Maryland, 20781

### Phone

301-985-5000

### Website

<https://www.hyattsville.org/>