



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Community Center Coordinator	Job Category:	Appointed
Department/Group:	Community Center	Travel Required:	No
Location:	Community Center	Position Type:	Part – Time
Level/Starting Rate:	3/\$16,380 annual salary		Salary based on 15 hrs/wk
HR Contact:	Town Supervisor		at \$21 per hr
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities			
<ol style="list-style-type: none"> 1. Oversee activities at the community center for all open hours 2. Run programming and activities to engage with attendees of all ages at the community center 3. Work within a set budget to identify crafting supplies and programming items needed to run fun and engaging activities with attendees of all ages 4. Coordinate with other groups such as the food club from the high school, the Lebanon Valley Seniors, and other community groups to run programming at the community center 5. Open and close the community center for all open hours 6. Help promote the community center by creating posters, preparing press releases for the town to send out, etc 7. Coordinate all aspects of community center rentals 			
Qualifications and Education Requirements			
<p>21 years of age Must be able to work well and be engaging with children CPR and First Aid Certification This position is subject to all applicable civil service rules</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	