

**EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH**

<u>JOB TITLE:</u>	Youth Activities Coordinator
<u>HOURS:</u>	Part Time 40 hours per week with additional hours as necessary
<u>SALARY:</u>	Hourly wage based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified U.S. citizen or other nationality for the position of Youth Activities Coordinator reporting to the USERA Recreation Center Manager. This contract is for one year. The successful applicant will organize and coordinate youth activities on the Embassy and annex compounds. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

MAJOR DUTIES AND RESPONSIBILITIES:

- Organize the setup and operation of the summer camp
- Coordinate Youth Night at the USERA Recreation Center
- Develop and implement birthday party packages
- Oversee nightly activities, crafts, movie night and dinner
- Order and maintain inventory for crafts and activities
- Develop and distribute event announcements
- Assist in the organization of USERA events held at the Recreation Center
- Attend monthly staff meetings
- Assist USERA Recreation Center Manager when needed
- Oversee Friday meetings
- Carry out any other tasks as required by the USERA General Manager

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Experience working with youth organizations.
- Ability to follow routine verbal and written instructions.
- Independent Worker
- Organization Skills
- Ability to work with children of all ages

MINIMUM JOB REQUIREMENTS:

- College Graduate/Physical Education or other Education degree
- Child development training
- Customer Service experience

APPLICATION PROCEDURE:

- Applicants should submit a current resume with cover letter to the USERA Recreation Center office by close of business Wednesday, 25 April 2012. Applicant may also submit resume with cover letter to useraevents@yahoo.com