



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DeRosso, HR Technician- idelrosso@haverhillma.gov

Bridget Panniello- Head Clerk/Floater- bpanniello@haverhillma.gov

August 4, 2025

Job # 2025-31

PLEASE POST
ANTICIPATED OPENING

POSITION:

Program Coordinator

Human Services Department

HOURS OF WORK:

35 Hours Per Week (Flexible)

SALARY:

\$863.59- \$1,001.09 per week

(According to the Citizen Center Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Coordinate all activities for the Wood School Before and After School Program and School Aged Day Care. Responsible for program planning and all requirements of the Department of Early Education And Care Program (EEC). Keep records of registrations and payments of Wood School Before and After School Program. Responsible for direct oversight of staff and planning daily activities. Responsible for all record keeping required by the EEC. (Program is operated in conjunction with the Haverhill School Departments school year schedule).

Summer programming:

Under the direct supervision of the Recreation Director, plan, implement, and supervise the Haverhill Recreation Department Summer Day Program. Responsible for direct oversight of staff and planning daily activities. Perform other duties as requested by the Recreation Director / Human Services Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION RECEIVED:

The Program Coordinator works under the general direction of the Recreation Director/Human Services Director.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- Ability to qualify as EEC Program Administrator, must be 21 years or older.
- Must possess a current and valid Motor Vehicle Operator's License.
- Associate's degree or three (3) years of demonstrated work experience in a supervisory capacity in the following: working with school aged children or recreation programming.



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- Must have certification in Life Saving and First Aid or the ability to attain proper certification upon hire.
- 6 months administrative experience/leadership position in related field.
- Must possess superb communication and organizational skills.
- Must be knowledgeable of EEC rules, regulations, and policies.
- Demonstrated computer skills in Microsoft Programs, such as Access, Excel, Word, etc.

PHYSICAL REQUIREMENTS:

Position is sedentary in nature. The ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer. Must be able to travel to various sites within the City (which may include evenings) and accommodate visiting agencies, schools, etc. Workdays may exceed more than seven (7) hours. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments.

Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: FRIDAY AUGUST 15, 2025

APPLICATION IS AVAILABLE ONLINE AT:

<https://www.haverhillma.gov/government/job-opportunities/>

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-31

"The City of Haverhill is an AA/EEO/ADA Employer."