



**ESSEX NATIONAL
HERITAGE AREA**

**Essex Heritage Future Leaders Program
Youth Training Coordinator(s)**

The Essex National Heritage Commission is a 501(c)(3) non-profit headquartered in Salem Massachusetts and serving all of Essex County. One of 50 National Heritage Areas in the US, Essex Heritage works with the National Park Service sites in Salem and Saugus to enhance and promote the historic, cultural, and natural resources in the region.

Overview: The Essex National Heritage Commission is seeking a qualified supervisor for its summer youth employment program located at the **Saugus Ironworks National Historic Site** in Saugus, MA.

Job Title: Youth Training Coordinator

Job Type: Part time/summer

Responsibilities include:

- **Overseeing:**
 - Work assignments
 - Resolution of questions regarding payroll and personnel.
 - Ensure that health and safety guidelines are being met.
 - Act as intermediary between park staff and Essex Heritage staff.
 - Lead youth trainings.
 - Ensuring timely departures and arrivals on days which bussing is required to and from sites.
 - Periodic evaluation of youth using our existing evaluation system.

Period of Job: 7/7/2025 through 8/29/2025

Pay: Negotiable, depending on qualifications

Scope and Function: The supervisor will oversee 8-14 youth who will be working in the Essex Heritage summer youth jobs program. The youth will be on site from 8:00 AM – 2:30PM every Monday through Friday. The supervisor will need to be on site daily from 7:30 AM to noon, and occasional field work days that may run a bit longer.

There are approximately 6 field trips over the course of the summer, including to Boston and to Gloucester.

There is a junior youth supervisor who oversees the work details daily.

Knowledge, Skills and Abilities (KSAs) Required:

- Strong verbal communication skills.

- Experience working with youth in trades or technical school setting

Minimum Experience and Education Required:

- Teacher/Aide from a vocational secondary school preferred
- Carpentry or Landscaping skills required

Work Environment (ADA Analysis):

Work is primarily performed outside at the Salem Ironworks National Historic Site. The worker is subject to outside environmental conditions sometimes without effective protection from the weather or temperature. The worker is required to have the visual acuity and dexterity necessary to safely traverse the outdoor location. The worker will be required to operate power tools regularly and heavy machinery occasionally.

Physical Requirements may include:

- Climbing- ascending and descending stairs or ladders
- Stooing
- Kneeling
- Crouching
- Crawling
- Reaching
- Walking
- Pushing
- Pulling
- Lifting
- Small motor coordination
- Grasping
- Talking/Communicating with visitors
- Repetitive motion
- Standing

Job may be shared by 2 qualified persons

Contact:

Charles Z. Smith
Manager of Future Resources
Essex Heritage
978-226-8154
Charless@EssexHeritage.org