



MPSC is a Falls Church, Virginia-based, minority and veteran-owned firm. We provide a full spectrum of professional, administrative and support services to the federal government and private industry. Our PERFORMANCE is our #1 Priority. What makes us the best choice?—we have a passion for the business, reflected in the years of military experience our team represents as well as the scope of our contract work, coupled with our commitment to hiring the best qualified people. MPSC is an Equal Opportunity Employer.

MPSC is seeking a qualified, trained and capable individual to serve as a Child and Youth Coordinator for the MA National Guard. The Child and Youth Coordinator position is designed to provide Child and Youth Programs for children of National Guard Families. The job includes curriculum and program development, and working with other agencies for the purpose of delivering the best possible youth program for the MA National Guard.

Major responsibilities include (not all inclusive):

- ~ Serve as the Child and Youth Coordinator for the MA National Guard
- ~ Assess the needs for Child and Youth Programs
- ~ Develop course curriculums as required
- ~ Assist in monitoring the implementation of all Child and Youth Training
- ~ Assist in teaching and/or supervising all Child and Youth Training
- ~ Establish relationship with other agencies that work with Youth Programs
- ~ Implement Child and Youth Programs
- ~ Ensure all Child and Youth Programs are properly supervised by personnel with appropriate background checks
- ~ Maintain and prepare reports as required by the government and the contractor
- ~ Maintain and update directory of resources
- ~ Use government equipment for official performance of your duties

Qualified candidates must have:

- ~ Knowledge, experience, and skills in the areas of military personnel and Family Programs. Demonstrated working knowledge of military wellbeing programs, family programs and deployment cycle support.
- ~ Knowledge of the structure and operations of the 3National Guard
- ~ Exceptional customer service – good oral and written communication skills
- ~ Proficiently read, write and understand the English language
- ~ A valid state driver's license
- ~ Proficiency in Microsoft Word, Excel, Power Point and Database use experience

Hours of Operation: The contractor shall perform the services required under this contract within a 40 hour a week time frame.

Salary: 49K per year

Work Location: Wellesley, MA

Additional Benefits Include:

Bi-weekly pay-cycle and ADP direct deposit

401K Plan with a company match program (100% match up to 3% of employee's contribution)

A premium Health Plan through Care First that covers the employee/family members (MPSC pays 60%)

A premium Dental Plan through Delta Dental that covers the employee and their family members

A \$50,000 Life Insurance policy

10 Paid Government Holidays; 10 Paid Vacation Days; 10 Paid Sick Days

Maternity Leave; Bereavement and Jury Duty Leave

Tuition Reimbursement (MPSC pays up to \$1,500 for approved classes)

Deadline for application is **14 March 10**. **Send electronic resumes in Microsoft Word to: Maureen Serrecchia at maureen.serrecchia@us.army.mil and Sandy Hintz at shintz@mpsrc.com**