

MEMORANDUM

To: Bernadette Cuccaro, Borough Administrator

From: Allison Smith, Community Activities Director

Date: March 17, 2021

Subject: Youth Program Coordinator- rehire

I would like to request that the position of Youth Program Coordinator be approved for rehire by Borough Council at the meeting on Tuesday, March 23, 2021.

As you know, the Community Activities Department has remained busy throughout the past year, recreating our offerings and ensuring that New Providence residents have activities and events to keep them healthy and active throughout the pandemic.

For Spring and Summer 2021, our classes and camps will be back to near-full operating capacities. We are offering over 65 Spring Youth programs with over 700 registered participants, and 170 Summer Youth programs with over 1,200 registrations already. All programs will be run outdoors with Covid-19 procedures in place.

Running this volume of programs with extra Covid-19 procedures in place takes a lot of planning and coordination, and requires the position of Youth Program Coordinator to be rehired. Please let me know what additional information you require, so we may begin to look for a qualified candidate.