



Position Description

<b>Job Title</b>	Youth Center Coordinator
<b>Department</b>	Parks and Recreation
<b>Employment Status</b>	Part time
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position supervises the participants and activities at the Youth Center; supervises special events, enforces the established rules, policies and procedures, and assists with maintaining a clean and safe environment.

**Supervision**

<b>Received</b>	Director of Parks and Recreation
<b>Exercised</b>	Supervises up to 8 part time employees

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises youth participants; communicates and enforces rules; recommends and discusses behavior with participants and parents/guardians, as necessary; patrols and monitors the facility and surrounding area; opens and closes building; intervenes when inappropriate behavior is observed and takes necessary action (e.g., contacts parents/guardians and/or police, if needed). Informs director of incident and assists with suspension paperwork, if necessary, due to observed behaviors.
- Plans and participates in activities at the Center; interacts with participants and promotes a positive and safe environment.
- Assists in hiring and scheduling part time staff.
- Assists in maintaining the Center; picks up trash; sweeps and mops gym floor; performs minor repairs as needed; cleans and supplies rest rooms; contacts maintenance as needed.

- Provides other miscellaneous duties in furtherance of Center activities and objectives; solicits funding or donations for needed supplies, when necessary; interacts with Vendors; recommends new programs and special events.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Assists in setting up and preparing for events and programs with the Recreation Center.
- Creates and runs family-oriented community events on weekend nights throughout the year.
- Works with Recreation Program Supervisor in organizing, scheduling, and supervising Adult leagues.
- Provides leadership; communicates PBIS principles to Youth Center staff.
- Assists in providing coverage, as requested, for the Parks and Recreation Department.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school or GED equivalent and at least 1 year of experience working in organized youth-related activities; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Principles and practices of Youth Center management.</li> <li>• The Department’s policies, rules, regulations and functions.</li> <li>• The use of computers and various software programs.</li> <li>• Business English, including grammar, punctuation and spelling.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Relate to and work well with people; particularly teenagers.</li> <li>• Enforce the rules of the Center and get assistance as needed.</li> <li>• Establish and maintain effective working relationships.</li> <li>• Work independently with minimal guidance from supervisors.</li> <li>• Perform basic math skills.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Promoting a positive environment for program participants, employees and volunteers.</li> <li>• Interpersonal relations.</li> </ul>

**Necessary Special Requirements**

Ability to pass a criminal and financial background check; certification in CPR and First Aid.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move in excess of 50 pounds.