

## YOUTH SERVICES PROGRAMS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, to plan, organize, promote, facilitate and coordinate various youth services, social and cultural activities. May exercise technical/functional supervision of subordinate and volunteer staff. Perform related work as required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, organize, promote, facilitate and coordinate regularly scheduled activities, special events and services.
2. Train and provide technical/functional supervision for subordinate and volunteer staff.
3. Prepare and maintain records and reports on activities.
4. Evaluate program effectiveness and provides recommendations for improvement or modification.
5. Assist in the development and implementation of the Division's goals and objectives, policies, procedures and work standards.
6. Act as City staff liaison to outside boards, groups and committees, and the public regarding program offerings and coordination of services.
7. Promote and coordinate specific activities within youth services; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
8. Participate in the preparation and administration of youth services programs budget for assigned area; submit budget recommendations; monitor expenditures.
9. Participate in the selection of youth staff and interns for assigned area; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Respond to inquiries and concerns regarding youth activities; research and resolve conflicts as required.
11. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain and file records and reports; prepare statistical reports as required.
12. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Basic operations, services and activities of youth programs.
- Principles of supervision, training and performance evaluation.
- Principles and practices of youth program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.
- Marketing theories, principles and practices and their application to recreation activities and facilities.
- Modern office equipment including computers.
- Basic principles of municipal budget preparation and control.
- Methods and techniques of youth specific event planning and coordination.
- Program content for specialized community activities.
- Techniques used in public relations, customer service practices, and youth engagement.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping, business letter writing, and basic report preparation.
- Appropriate safety precautions and procedures within the area of assignment.
- Social justice principles as it relates to Justice, Equity, Diversity and Inclusion (JEDI)
- Basic youth development case principals and practices.
- Pertinent federal, state and local laws, codes and regulations.

### **Ability to:**

- Coordinate and direct assigned youth programs suited to the community.
- Elicit community and organizational support for youth programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost-effective manner.
- Develop, coordinate, organize, and promote youth programs, activities, and events.
- Recruit, select, train, and support and evaluate a variety of personnel, volunteers, and interns.
- Understand community needs in youth specific areas and evaluate activities according to those needs.
- Develop, recommend, and implement goals and objectives for providing youth services.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in recreation, business or public administration, or a related field; or five years of experience in a municipal government setting with relatable experience involving youth ages 12 – 24; and

**Experience:**

A minimum of five years experience working with youth ages 12 - 24 in a leadership or coordination capacity in an organization responsible for planning and organizing youth programs and/or related activities.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within three months of employment, appropriate, valid CPR and First Aid certificates.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in a standard office environment and at indoor and outdoor facilities with travel to different locations; incumbents may be exposed to inclement weather condition; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: December 2021

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.