

YOUTH COORDINATOR (PARKS & RECREATION)

Position Purpose:

The purpose of this position is to perform supervisory and administrative duties for a variety of continuing youth recreational programs and activities for the Town of Sudbury. Incumbent plans, organizes, coordinates, supervises and administers youth recreation programs and activities for youth children, including a comprehensive teen center; performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible functions that require the exercise of independent judgment and initiative in designated areas of administration, planning and daily operations. Exercises considerable initiative and independent judgment in the planning, administration and execution of the teen center, and youth programs as well as in the direction of teen center personnel.

Supervision Received: Works under the general direction of the Assistant Recreation Director/ Adaptive Recreation Specialist;

Supervision Given: Has direct supervisory responsibility for 4-6 part time employees during the teen center events, as well as numerous volunteers in addition to part-time seasonal staff for youth programs and Sudbury Adventure staff of 10-12 summer seasonal full time employees and ski trips.

Job Environment:

Work is generally performed under typical office conditions as well as at remote sites (recreation buildings, fields, schools, parks). Noise is moderate in level.

Regularly operates telephone, automobile, computer, printer, and standard office machines.

Interacts daily with general public, employees, and other departmental employees, other town departments and vendors, local town officials. Communication is generally in person, by telephone, in writing and by e-mail.

Has access to confidential information such as personnel records and medical forms for seasonal activities and teen center participants that requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in confusion, delays or loss of service, adverse public relations; errors could result in legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the supervision, development, scheduling, and implementation of activities, classes and youth programs for children. Supervises and directs staff in the development and implementation of these youth programs; make recommendations. Assists in the recruitment, selection, promotion, supervision, and evaluation of department seasonal youth staff and school year teen center staff. Assists in the hiring of seasonal youth staff personnel and school year teen center staff.

Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers and related communications used to promote town activities and events.

Assists in the coordination of recreation programs and registration.

Provides customer service to the general public, answering questions. Notifies all participants of the status of the youth program they have registered for.

Serves as liaison between instructors and staff by providing all relevant information regarding programs and participants to the instructors.

Publicizes recreational youth programs and teen center events through press releases to local newspaper, distributing fliers at the local schools, and updating and maintaining all the information that is displayed on the website.

Prepares and sets-up rooms and other areas where youth and teen programs are held.

Coordinates youth programs, events and activities with other departments, public schools, outside agencies, or others as needed; coordinates joint programs with the public schools. Processes registration forms and medical information for youth and teen recreational programs.

Orders and purchases supplies for recreational youth programs and teen centers such as sports equipment, arts and crafts supplies, t-shirts, etc. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct program activities; initiates orders for new/replacement materials.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education; attends conferences, workshops, and training sessions as appropriate.

Plans, organizes, schedules, coordinates and supervises all aspects of the community teen center program, for teens that either live in Sudbury or attend Sudbury schools, which is culturally, socially, mentally and physically based. Responsibilities include monthly teen center events, and supervision of teen center staff.

Attends night meetings as needed for the Teen Center. Works evenings as needed for related teen center events.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience: Bachelor's degree in Recreation, Physical Education, Health/Business Administration or a closely related educational field.

Special Requirements: Possession of a valid motor vehicle operator's license. CPR and first aid certification.

Knowledge, Ability and Skill:

Knowledge, Ability and Skill: Knowledge: thorough knowledge of office equipment and computer applications.

Ability: Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

Skill: Professional administrative skills including strong interpersonal communication skills, writing skills, as well as solid computer skills. Advanced skill in publishing, word processing, and spreadsheet computer software applications. Strong supervisory skills in a recreational environment. Excellent organizational skills. Excellent customer service skills.

Physical Requirements:

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.

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend several hours standing, walking and reaching with arms. Must have the ability to judge distances and spatial relationships. Regularly stands, walks, sits, talks and hears. Position requires the ability to operate a keyboard. Regular travel to various town recreation department sites.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)