YOUTH SERVICES COORDINATOR

Definition:

Under general supervision plans, organizes, coordinates, oversees and participates in the activities of a variety of youth-related recreational programs at school sites, parks or other locations and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, participates in and coordinates youth programs, events and recreational activities to include after school programs for elementary and junior high youth, summer playground programs, teen leadership programs and dances.

Plans, organizes, participates in and coordinates youth field trips, outings and excursions to include hiking, swim meets and overnight camping.

Assists with recruiting, training and supervising non-regular staff.

Interacts with the general public, school district administrators, teachers, program participants and community groups.

Evaluates programs and activities as assigned and makes recommendations for changes.

Coordinates registration for youth programs and the work of program volunteers.

Contacts other City departments regarding applicable City codes, regulations, policies and procedures as same affects proposed/planned activities.

Explains youth programs, policies and procedures to program participants, parents and to staff as applicable.

Gathers data and prepares reports and correspondence.

Attends a variety of meetings and makes oral presentations.

Solicits donations for program use.

Orders supplies and equipment and monitors expenditures for assigned activities.

Assists with program planning, development and evaluation.

Operates a personal computer and uses applicable software.

Performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed.

Maintains computerized and manual records.

Drives a vehicle on City business.

Lifts and carries recreational equipment and boxes of supplies weighing 50 pounds or less.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Youth Services Coordinator is a single incumbent class in the Community Services Department with duties related to the coordination of youth-related recreation programs at school sites, parks and other locations.

Contacts and Relationships:

The Youth Services Coordinator establishes and maintains contact with other Community Services staff, the public, local service groups, school district administrators, teachers and businesses. Additional contact will occur with program participants and staff in other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Basic youth programs and services and methods of delivery.

Youth-related recreational, sports and teen activities.

Customer service techniques.

Office and billing procedures and practices.

Project/event management as related to area assigned.

Methods of making effective oral presentations.

Basic math.

Computer applications as they relate to area assigned.

AND

Ability to:

Coordinate youth activities, events and programs.

Meet the public and youth program participants with courtesy and tact.

Operate a personal computer and use applicable software programs.

Maintain accurate financial and other records.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Assist in program planning, development and evaluation.

Assist in staff training and supervision.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Two years of study at an accredited college or university towards a degree in, or supplemented by completed coursework in, recreation, business administration, public administration or a closely related field.

AND

Experience:

Two years of increasingly responsible experience in planning or organizing recreation programs, activities or events to include some supervisory or lead experience.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Valid and appropriate CPR certificate and a valid and appropriate first aid certificate within 60 days of appointment issued by a source acceptable to the City and renewals as required.

Current negative tuberculin test upon appointment to this position and additional tuberculin screening as required by the Community Services Department.

Successful passage of a Community Services Department pre-employment screening process.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and in a park or recreational facility environment. When onsite in a park environment the incumbent will stand and walk on slippery and uneven surfaces and be exposed to the elements. Office work requires sitting for periods of time and the use of a computer keyboard and screen. The incumbent sits stands, walks, hikes, runs, kneels, crouches, twists, climbs stairs and inclines, reaches, and bends, grasps, pushes, pulls, drags, lifts and carries recreational equipment and boxes of supplies weighing 50 pounds or less. During youth program events, the incumbent may be exposed to loud music and swim and camp overnight with participants. The incumbent drives a vehicle on City business, must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established April 2003 from the class of Community Services Coordinator.