



POSITION DESCRIPTION

Position: Youth Coordinator		Department: Parks & Recreation	
Reports to: Parks & Recreation Director		FLSA Status: Exempt	
Location: Community Center	Division: Parks & Recreation	Pay Grade: N/A	
Revised: August 14, 2018	Last Reviewed:	Union: N/A	Status: Part-time

GENERAL PURPOSE

Plans, organizes and coordinates a community recreation program for youth with primary focus on teens in the 13-17 age range, including monthly activities, cultural arts, physical activities, special interest classes and programs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks & Recreation Director or his/her designee.

SUPERVISION EXERCISED

May supervise other part-time recreation staff, special interest instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and conducts activities for teens in Auburn Hills and assists in the development and implementation of community recreation programs and events for Auburn Hills youth.

Supervises classes, workshops and activities for youth engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities, camps, field trips, and special interest activities for youth with a focus on teens ages 13-17.

Responds to public inquiries about youth recreation programs made by telephone, correspondence, or during public meetings.

Assists in preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Assists in scheduling and maintaining related records and statistics for programs and personnel.

Coordinates sports programs, registers children for teams, collects fees, recruits coaches, assigns practice times, distributes and collects uniforms.

Coordinate and provide training for part-time seasonal staff and volunteers including on-site supervision and staff meetings.

Act as a liaison to coordinate community service work for teenage students within the community to assist local organizations and provide places for volunteer work.

Maintains a variety of records, including registrations, reservations, permission slips, purchasing, accidents, and vandalism, etc.

Schedules and runs various tournaments for teens for a variety of activities, such as, table tennis, volleyball, basketball, various games, etc.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up tables and chairs for classes, etc.

Assists in the scheduling of activities and facilities at the Community Center and city parks/facilities.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

PERIPHERAL DUTIES

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the recruitment and selection of part-time and seasonal staff, and program/event volunteers.

May be required to report to serve the community during an emergency situation and may be assigned other, non-routing duties during that time.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Prefer graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) One year recreation experience; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.
- (D) General ability to learn, to “catch on”/understand instructions and guiding and underlying principles of the department.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl and play.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; background check; conditional offer of employment; post offer medical examination; drug screening; and additional job related tests may be required.

The duties listed above 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.

The 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.

Approval: _____
Supervisor

Approval: _____
City Manager

Approval: _____
Employee