



## Excelsior Springs Parks, Recreation, & Community Center Department

<b>Job Title:</b>	Youth Activities Coordinator	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Parks, Recreation, Community Center	<b>Supervisor:</b>	Assistant Director
<b>Location:</b>	Excelsior Springs Community Center	<b>Date Closing</b>	Until Filled
<b>Level/Salary Range:</b>	E - \$34,690 starting	<b>Position Type:</b>	Full-time Position

### Job Description

#### GENERAL PURPOSE:

The Youth Activities Specialist reports to the Assistant Director. They will work with all ESRCC Divisions to oversee youth activities in areas of recreation, fitness, after-school programs, and leisure programs in the community. The Youth Activities Specialist will monitor the care and maintenance of any equipment and facilities being utilized in the community. Failure to provide adequate services will result in unsafe recreation facilities. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth in particular. The ideal Youth Activities Specialist is energetic, flexible and passionate about meeting youth where they are and inspiring them to move forward on their unique paths. This individual plays an essential role in achieving program objectives for participant engagement, personal transformation and success.

#### ESSENTIAL JOB FUNCTIONS:

1. Assist all ESRCC Divisions to direct, plan and oversee all Youth Activities/Programs for afterschool, summer, fall, winter, and spring
2. Programs developed through teamwork should work to fill all gaps in service for youth
3. Communicate with community members to determine their needs and interests
4. Research sport, camp and recreation programs, funding sources
5. Gather, track, and maintain progress of activity program and prepare monthly, quarterly, and annual reports to Division leaders
6. Maintain program equipment, tools, and supplies
7. Supervise activities and enforce rules and guidelines for staff and participants as needed
8. Supervise program staff and volunteers as assigned
9. Ensure a variety of sport, recreation and cultural programs are planned and implemented for youth
10. Evaluate the effectiveness of programs and identify areas where new programs are needed
11. Supervise and lead activities for youth
12. Recruit, train and oversee volunteers
13. Assist with and facilitate local involvement in regional and territorial programs and competitions
14. Prepare a recreation plan
15. Assist in preparing the program budget reports
16. Assist with registration processes at Welcome Desk of Community to take payment for all the above listed items
17. Promote programs in order to ensure that residents are aware of available opportunities and activities through different community outreach strategies
18. Involvement within the National Recreation & Park Association and Missouri Parks and Recreation Association through various Sections, Networks, and Committees
19. Perform other related duties as required



**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

Bachelor's degree in Recreation Management, Public Administration or a related field; experience in recreational programming, preferably in a municipal setting; or any equivalent combination of education and experience.

**PREFERRED SKILLS:**

1. Strong customer service skills.
2. Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and Power Point. Experience with Sportsman software a plus. If no experience must be willing to go through proper training to master this program.
3. Knowledge of gaming systems to host and successfully facilitate several esports programs
4. Ability to gather information, make computations and assist in department activities. Must be able to maintain confidentiality.
5. Ability to establish and maintain effective working relations with coworkers and the public.
6. Ability to make work-related decisions in accordance with Department policies and regulations with a minimum of supervision.
7. Working knowledge of the principles and practices of recreational and sports programming, whichever is pertinent.
8. Must be flexible and able to adapt to a fast-paced office environment.
9. Minimal physical effort generally required for work performed in the office. Moderate to strenuous effort required in the field. May be required to lift equipment weighing sixty pounds or more. Position requires frequent standing, walking, and reaching with arms when coaching and supervising coaches. Must have the ability to judge distances and spatial relationships. The ability to operate a keyboard is required.

**ADDITIONAL NOTES**

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time