ORANGE COMMUNITY EDUCATION AND RECREATION
JOB DESCRIPTION

Position: Youth Coordinator

Program: Youth & Teens

Schedule: Full Time

Reports to: Orange Community Education & Recreation Director

QUALIFICATIONS:

- Minimum five years of successful experience in program management, planning, development, implementation and evaluation of a wide range of youth and teen educational and enrichment programs in a community-based youth setting; Bachelor's degree in related field, post-graduate work or degree preferred, and successful experience and demonstrated expertise in youth and teen programs and services

- Demonstrated ability to work effectively with a team of community education and recreation professionals. Must possess a community and public service orientation with the ability to provide outstanding programs and services to youth, teens and their families in line with department and district goals and mission

- Ability to appropriately and successfully represent the overall department and program within the greater community and school district

- Meet other general qualifications of Orange Community Education and Recreation and the Orange City School District

EMPLOYMENT CONDITIONS:

- Reports to the Orange Community Education & Recreation Director
- Some weekend and evening hours required
- 90-working-day probationary period for all new employees

KNOWLEDGE & SKILL COMPETENCIES:

- Knowledge and application of quality standards related to general operations of a comprehensive, wide-ranging youth, teen and before and afterschool childcare program as part of a community education and recreation department
- Knowledge and application of policies and procedures that meet state and local regulations and professional standards related to this position

- Knowledge and application of legal codes, regulations and policies related to operations including confidentiality, ADA, health and safety, labor laws and budget development, as well as laws and regulations that affect professional conduct with children, families, staff and community
- Knowledge and application of practices that support diverse cultural, ethnic, linguistic and varying socioeconomic backgrounds
- Knowledge and application of effective public relations and marketing to provide outstanding customer service and promote positive image of a Youth/Teen program and Orange Community Education and Recreation
- Ability to effectively communicate in writing, verbally, electronically and in person to a variety of stakeholders
- Ability to prioritize diverse and changing duties and responsibilities
- Knowledge and application of technology including high level of computer skills
- Ability to evaluate work product effectiveness for self and staff and serve in a culture of professionalism, continuous improvement and ethical conduct
- Meet other general qualifications of Orange Community Educations and Recreation and the Orange City School District

DUTIES & RESPONSIBILITIES

Program Development & Leadership

- Responsible for overall planning, development, coordination and implementation of year-round educational, enrichment and recreational programming for students kindergarten through 12th grade

- Responsible for providing outstanding leadership of existing youth and teen programs, including, but not limited to:

  Youth & Teen Educational, Enrichment & Recreational Programs;
  Before & After School Child Care Program for grades K-5; Schools Out Programming;
  Traditional Day Camps & Enrichment Camps; Special Events for Youth and Families;

- Development and implementation of new educational, enrichment and recreational programs, camps and events for youth, teens and families; integrate department benchmark standards for program selection process; Grow and expand programs through development of new and needed programs and services

- Provide Director with necessary information and communication regarding program area development and operations on an on-going and timely basis

Personnel, Fiscal & Operations

- Recruit, hire, train, supervise and evaluate Youth/Teen program staff including Before & After School Supervisor, Youth Program Supervisor, Youth Program Associates, Camp Director and other youth and teen instructors.

- Responsible for completion of necessary work contracts, submission of payments, scheduling and evaluating of contracted service providers.

- Ensure training and required qualifications are updated and current for staff, i.e. CPR, CPI, AED, Concussion Training, etc.

- Prepare yearly budgets for Youth, Teen and Summer Camp program areas following departmental and Director guidelines and monitor program finances and self-sufficiency goals on an ongoing basis designed to sustain an agreed-upon profit margin. Be responsible for day-to-day preparation and tracking of program area's purchase orders, collections, refunds, etc.

- Develop performance goals and objectives for core staff that reflects department's overall goals. Make recommendations to Director regarding re-appointment of staff each spring based on year-end review.

- Work with department team to implement and monitor a safety/risk management plan and emergency procedures for all program areas.

Communications, Marketing & Public Relations

- Develop an annual one to two year marketing plan for the Youth/Teen programs that addresses benchmarks, promotion strategies and includes implementation timeline.

- Provide on-going marketing for all Youth/Teen programs through a variety of media

- Provide public relations duties for the Youth/Teen program as deemed necessary by the Director

- Work with and liaison with community residents, strategic planning groups, stakeholders and department's Commission members to enhance and improve programming and new offerings. Seek sponsorships, grants and other partnerships that support the program.

- Coordinate on-going evaluations and assessment for programming, instructors and client feedback for evaluating quality of programs. Plan and coordinate needs assessments and focus groups as needed or requested.

Other/General

- Meet all management and supervisory deadlines and requests of the department in a professional and timely manner.

- Work as a committed team member with all staff in promoting and exemplifying the mission, goals, principles and philosophies of the department and schools to the community and public at large.

- Pursue professional development opportunities designed to enhance knowledge and expertise in support of all programs and the department

- Other duties and responsibilities as assigned by Director