

Orange Community Education & Recreation

JOB DESCRIPTION

- Position:** Youth Program Associate
- Program Area:** Youth Program of Orange Community Education & Recreation
- Schedule:** Full time salaried position –240 days
- Reports to:** Youth Coordinator

The Youth Department of Orange Community Education & Recreation provides comprehensive Afterschool, Saturday and Summer Enrichment programs for students in grades K-12.

Requirements & Qualifications:

Professional experience in working with and implementing youth programs in a similar non-profit educational/recreational setting.

Extensive knowledge of child development and youth programming and a solid commitment to serving children and families in a non-profit, public service arena.

Excellent organizational, marketing, public relations and computer skills. Must be detail oriented and possess follow-up skills.

Ability to handle and prioritize diverse and changing duties with commitment to serving the public, specifically youth and families.

Ability to team and collaborate with a dedicated and enthusiastic team of community education and recreation professionals in public school setting year round.

Should be adept in human relations with peoples of all ages and exhibit positive personality traits including enthusiasm, initiative and professionalism. Must possess strong customer service commitment.

Must have a bachelor's degree in a related field with a minimum of two years successfully demonstrated experience in a similar setting.

Must meet general qualifications as established by the Orange City Schools and Orange Community Education and Recreation department for this position.

Duties & Responsibilities:

- Work as a team member with the Youth Coordinator, Youth's Open Door Supervisor and Youth Operations Associate in planning and executing a variety of programs (grades K-12) to meet the needs of youth/teens in the greater Orange community and beyond.
- Work as a team member with Youth Coordinator, Youth's Open Door Supervisor and Youth Operations Associate to maintain and develop programs in the area of youth programming for grades K – 12. Help recruit instructors and independent contractors for new youth programs.
- Under the guidance of the Youth Coordinator, develop curriculum and teach youth programs for students in grades K-12. Substitute for youth classes and in the Open Door program as needed.
- Develop and coordinate a marketing plan with the Youth Coordinator, Youth's Open Door Supervisor, Youth Operations Associate and overall department. Develop, prepare and distribute marketing materials (flyers, press releases, brochures, etc.) for Youth programs as required.
- Under the direction of the Youth Coordinator, be responsible for the overall operational, office and program support for the Youth Department.
- Maintain and develop all Youth Division files both paper and electronic in an organized and accessible manner.
- Process necessary paperwork for the smooth and efficient operation of the Youth program. Re: registrations, class records, program evaluations, refunds, personnel files.
- Coordinate and supervise youth programs. With the Youth Coordinator, recruit and train instructors, prepare instructor handbooks, and evaluate programs and staff.
- Working with the Youth's Open Door Supervisor, Youth Operations Associate and Moreland Hills School staff, coordinate and provide supervision for elementary dismissal to all youth programs.
- Under the direction of the Youth Coordinator develop, create copy and coordinate publication of Youth calendar and newsletter, Orange Community Education & Recreation brochure youth and teen sections, and youth and teen program web pages.
- Assist Youth Coordinator with program copy for the quarterly brochure, inputting program into Aceware, and personnel paperwork including contracts and PO's.
- Serve as the Youth Program liaison and be responsible for onsite logistics for programs at the Moreland Hills building and other off site locations.

- Work as a team member with Youth Coordinator, Youth Open Door Associate, Youth/Open Door Supervisor and Lions Camp Director to develop and maintain camp program to insure continuity and consistent quality of the camp.
- Assist the Orange Lions Camp administrative team with operational, office and program support for Orange Lions Camp and substitute in the camp program as needed.
- Serve as a member of the department's Operations Team in reviewing all operational procedures including customer service or front desk procedures, facility or signage issues, etc. Work an evening (weekly or bi-weekly) at the front desk as scheduled.
- Learn and be able to implement all emergency procedures and enforce all building and departmental safety procedures.
- Work with the OCE&R team to coordinate the use of shared space and develop programs teaming with other program areas and community organizations. Attend OCE&R Staff Meetings.
- Participate in recommended training programs, workshops and conferences and share these experiences at a regularly scheduled staff meeting.
- Develop a positive working relationship with all parents as partners in the program.
- Work as a committed team member with all staff in promoting and exemplifying the mission, principles, goals and philosophies of the department and schools to the community and public at large.
- Develop a thorough understanding of the department's overall philosophy with regards to community education and its reliance on community involvement.
- Work all scheduled registration fairs and Jubilee or other community event weekend as well as other special events or programs as required.
- Perform other duties or responsibilities as may be assigned by department administrators.