



Job Description: Youth Programs Coordinator

GENERAL DESCRIPTION:

To lead, facilitate, and manage all program needs associated with Youth Programs (youth: Infant-17) for the Sunset Empire Park & Recreation District.

SUPERVISION RECEIVED:

This position comes under the direct supervision of the Director of Programs of the Sunset Empire Park and Recreation District. Projects and work assignments are generated in cooperation with the full-time staff of the District including the Board of Directors, Executive Director, Director of Programs and other staff.

SUPERVISION EXERCISED:

The Youth Programs Coordinator directly supervises the Youth Programs Department staff including Preschool Teachers, Infant/Toddler Aides, support staff and Recreation Leaders.

ESSENTIAL DUTIES:

The essential duties for the Youth Programs Coordinator include but are not limited to:

- Supervision of program staff including recruitment, hiring, training, mentoring, discipline, termination and other associated tasks
- Provide direct communication line with parents, guardians, particularly when assisting with issues of registration, discipline and other important matters
- Provide support to program areas when additional coverage is needed to ensure designated ratios are followed, safety requirements are met, and the District's standard of care and programming is upheld: i.e. Covering classroom shifts to manage call outs and other unforeseen circumstances
- Supervision of all youth programs including assurance that current programs meet District objectives and standards and are high-quality programs
- Input and programmatic oversight of the Youth Programs Budget
- Oversee curriculum development for all youth programs to ensure that SEPRD youth programs feature education, health and wellness programming and safe spaces where positive growth can occur
- Work with program staff to ensure safe program implementation
- Work with staff to ensure the overall health, well-being and safety of all program participants, and provide additional support or accommodations when needed, i.e. administering medication
- Work with support staff to coordinate snack/meal preparation and purchasing of food.
- Lead programs in decision making, curriculum setting and staff professional development
- Align program outcomes with State of Oregon, Federal and other standards

- Work with PRS staff to coordinate registration, payments, daily attendance tracking, and safe pick-ups/drop-offs
- Attend internal meetings with SEPRD staff and represent SEPRD externally through various groups
- Provide supervision at youth program locations
- Maintain and increase attendance and activity in all youth programs
- Other duties as assigned by the Executive Director and Director of Programs

QUALIFICATIONS:

- Must enjoy working with children of all ages
- Previous experience working with children of all ages and administering a well-rounded program for a diverse audience
- Previous experience managing staff
- Responsible for courteous communication with children, parents/guardians, staff, and the general public
- Understanding of youth development including positive behavioral intervention system, proper and appropriate discipline
- Understanding and previous training on the impact that Adverse Childhood Experiences (ACE's) have on children and effective strategies for helping children cope in a positive way

Ability to:

- Read, write, and understand English
- Bilingual candidates are encouraged to apply
- Supervise, train, and evaluate staff
- Plan, conduct and perform full range of duties
- Correctly interpret and apply the policies and procedure of the function to which assigned
- Take direction, in English, and perform tasks with minimal supervision
- Maintain accurate reports and records
- Maintain a neat, professional appearance
- Work varied shifts to accommodate District's needs
- Work tactfully and courteously with those contacted in the course of work

EDUCATION, EXPERIENCE & TRAINING:

- High School diploma or equivalent
 - Bachelor's Degree in Education, Child/Adolescent Development or other relevant field (preferred)
- OR
- 5 Years of previous experience working with youth
- OR
- 3 years of previous experience supervising staff, ideally in a youth environment

**Any relevant combination of education/experience/training will be considered

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- 18 years of age or older.
- Valid Oregon driver license, with good record.
- Current CPR/First Aid Certification
- Current Food Handler's Card

PHYSICAL SKILLS:

While performing the duties of this position, the person is frequently required to sit, kneel, stand, stoop, communicate, reach and manipulate objects, tools and controls. This position requires mobility. Many duties are physically demanding requiring the occasional lifting of objects weighing up to 50 lbs. Activity and types of duties performed require manual dexterity and coordination.

SALARY & BENEFITS:

- Salary will be commensurate with experience, but it is anticipated that the range will be \$53,000-\$58,000
- Medical & Dental Insurance for Employee
- VEBA account contribution by District on a monthly basis
- Vacation Benefits (2 weeks per year for first three years, incremental increases to follow)
- Paid Holidays & Additional Floating Holidays
- Paid Sick Leave
- Deferred Compensation Plan
- Use of Fitness Space & Programs in line with District Policies