

CURRENT POSITION OPPORTUNITIES

POSITION TITLE: **PART TIME YOUTH PROGRAM COORDINATOR**
DEPARTMENT: **PARKS & RECREATION**
HOURLY WAGE: **\$10.13 - \$12.41/HOUR DOE**
EXEMPT STATUS: **NON- EXEMPT**
UPDATED: **MAY 1, 2009**

PURPOSE STATEMENT: This position is responsible for assisting in the daily supervision and management of the Parks and Recreation After School Program “Kids Connection”. This position is responsible for administrating, creating, and implementing programs and activities for youth.

REPORTING RELATIONSHIP: This position reports to and receives supervision from the Youth Program Supervisor.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

1. Assist the Supervisor in planning, scheduling and supervising the facility and the participants.
2. Responsible for the daily activities of the participants.
3. Responsible for planning, scheduling, creating and supervising daily programs.
4. Responsible for the physical safety and cleanliness of the facility.
5. Responsible for gathering and maintaining accurate record-keeping.
6. Other duties as assigned.

QUALIFICATIONS:

Education and Experience: 1-2 years experience in youth or recreation programming required. Combination of education and training will be considered in lieu of education. High School diploma or GED preferred.

Special Skills, Knowledge and Abilities Required:

- Experience in recreation programs, after-school programs, or equivalent.
- Must have the ability to follow oral and written directions.
- Must have the ability to work in a team environment.
- Must have the ability to establish and maintain effective working relationships with employees, the public and participants.
- Must be able to pass a pre-employment drug screen and background check.

WORKING CONDITIONS:

MATERIALS AND EQUIPMENT USED: Varied

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: Ability to stand and walk for long periods of time and must have possession of full range of body movements, including but not limited to: bending, stooping, climbing, reaching, pushing, and pulling. Must have the ability to lift and carry 25 pounds. Must have the ability to work outdoors up to several hours at a time. Must be able to hear and speak in an understandable voice.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Colorado Operator’s License and a good driving record is essential to this position. Standard First Aid and CPR certifications are required within the first six months of employment.

The City of Monte Vista is an EEO Employer