



Job Description  
Job Code: 201  
Range: 28

## **YOUTH PROGRAMS COORDINATOR (Shared Position with Cottonwood-Oak Creek School District)**

***NOTE: This is a full-time, benefit eligible position that is jointly funded by the City of Cottonwood and the Cottonwood Oak Creek Elementary School District, and is subject to modification, reduction and/or elimination in the event that either or both entities ceases to provide funding for the position, or for any other reason.***

**DEFINITION:** Under the direct supervision of the Aquatics/Special Events Supervisor and the Recreation Center Manager, this position assists with the implementation of a comprehensive departmental program, and is responsible for implementing, supervising, organizing, planning and directing current and short-ranged youth recreation/leisure programs and activities, and other related duties. Administer and direct all assigned youth program activities.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

Position performs line supervisory level functions involving programming for youth activities/programs. Has oversight responsibilities of recreation programming and class operations within the field of after-school program administration, summer camp programming, and other areas as assigned. Incurs all responsibility over Internship Programs, and the City Council's "Youth Advisory Commission". The position is highly visible, requiring extensive public, public agency and inter-departmental contact. Knowledge of recreation, leisure, after-school and summer camp program management. Manages operations in all youth activity programming. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned volunteer staff. Provides leadership and direction in the development of short- and long-range plans. Assures that assigned areas of responsibility are performed within budget and prepares annual budget requests. Determines procedures to improve efficiency and effectiveness of all operations under general purview. Promotes interest and provides information regarding recreation programs to special interest groups, special population groups, schools, guidance clinics, social program organizations, non-profit organizations and other community service groups as well as the general public. Implements and develops rules and regulations for all youth recreation programs on a continual basis for program administration purposes. Must be well organized with a moderate knowledge of recreation philosophy, planning, administration, programming and directing of youth activities. Must have excellent communication skills, both written and verbal. A working knowledge of computer application as it pertains to office/administration input and retrieval. Knowledge of first-aid procedures and methods as well as safety applications specific to large facility operations and various recreation programs.

## Youth Programs Coordinator

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practice of parks and recreation administration.

Knowledge of youth after school program development.

Knowledge of materials and human resources available in the Verde Valley.

Skill in developing and maintaining effective interpersonal relations.

Skill in interacting with the general public in a positive and educational manner.

Skill in promoting the various events and programs available in the City.

Skill in marketing and promotional advertising of events and programs.

Skill in providing effective working relationships with the following: fellow employees, officials, volunteers, other department employees, various agencies, service organizations and the general public.

**PHYSICAL REQUIREMENTS:** This classification involves work developing and implementing parks and recreation programs. There is some danger from horse behavior in summer camp operations. Must lift and carry objects up to 50 pounds for distances of 100 feet. Is called upon to provide supervision and oversight of youth recreation programming, and afterschool programming that requires outdoor supervision during summer months.

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalency is required. Graduation from a four year college or university with a degree in recreation, recreation program management, or a closely related field and a minimum of one (1) year experience in conducting and managing youth programming, youth camp operations plus similar equivalent as it pertains to a variety of recreation administration experience is desired. Ability to obtain a State of Arizona operators license upon employment.