

YOUTH/FAMILY PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES

Plans, implements and oversees assigned areas of the Youth and Family program area.

EXAMPLES OF DUTIES (Illustrative Only)

Works cooperatively with the Program Supervisor to create and coordinate recreation programs, classes and camps for preschool, youth/teen and family program areas;

Create and coordinate recreational summer camp including traditional and specialty; involved in hiring, supervision and evaluation processes of all summer camp leaders;

Writes all articles and news releases pertaining to assigned program areas for the Parks, Recreation and Cultural Arts Department brochure and other marketing materials;

Completes program objectives, reports and evaluations; researches and recommends new program ideas; completes monthly and annual reports and all correspondence in a timely fashion;

Uses good judgment and relationship skills in dealing with customer concerns while keeping the Program Supervisor informed;

Becomes knowledgeable and informed of local and state organizations and committees relating to preschool, youth and family programs;

Coordinates with other City staff and volunteers who are assisting with assigned programs and special events;

Works with recreation program team and offers support to other program coordinators in all programs and events;

Assists in development and implementation of the budget, goals and objectives;

Follows through and enforces all City of Kettering policies and procedures;

Performs any other related duties as assigned by Supervisor.

QUALIFICATIONS

The candidate should possess initiative, responsibility, teamwork, ability to multitask, innovative programming skills and computer literacy. Must be able to work a flexible schedule, including evenings and weekends.

EDUCATION AND EXPERIENCE

Candidate should possess a degree in parks and recreation or related field or comparable experience working with preschool and youth. Candidate should be very personable while possessing excellent oral and written communication skills.

Approved: MBR

Date: 1/24/17