



## Job Announcement Youth Club Supervisor

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|--------------------|-----------------------|------------------------|------------------------|
| <b>Department:</b> | Parks and Recreation  | <b>Posted:</b>         | 09/23/2022             |
| <b>Position:</b>   | Youth Club Supervisor | <b>Closed:</b>         | Open until filled      |
| <b>Salary:</b>     | \$12.00               | <b>Classification:</b> | Non - Exempt Part-Time |

### Summary

Manages overall daily operation of the Youth Club programs while supervising and training staff, manage facilities, and administer memberships.

### Essential Job Functions

(The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Planning/Code Enforcement Director.)

- Establish site programs, activities and services that prepare youth for success.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Compile regular reports reflecting activities, attendance, and participation.
- Assist in the development of annual budgets, control expenditures against budget.
- Develop partnerships with parents, community leaders and organizations.
- Develop and maintain public relations to increase awareness of programs, services, and activities within the youth club and community.
- Work with staff on special events to carry out programs.
- Conduct regular staff meetings.
- Exercise Authority in problems relating to members, utilize guidance and discipline plan.

### Required Knowledge, skills, and Abilities

- **Must maintain a high level of ethical behavior.**
- Ability to communicate effectively with peers, supervisors, children, parents, and people.
- Possess strong communication skills.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members, manage discipline problems, and keep youth engaged in activities.
- Knowledge of budget preparation, control, and management.
- Ability to plan and implement quality programs for youth.

### **Education and/or Experience**

1. High School Diploma or GED. Higher education preferred.
2. A minimum of 1 year work experience working with youth preferred
3. Experience in planning and supervising activities preferred.

### **Physical Demands/Work Environment**

May involve lifting, bending, standing, walking, sitting, talking, hearing, reaching, and grasping. This position will work both indoors and outdoors.

### **Application Process**

Apply through the City Website at [www.cityofpalmview.com/job-opportunities/](http://www.cityofpalmview.com/job-opportunities/) or by applying in person.

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