

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Youth Program Coordinator

QUALIFICATIONS:

1. **Education/Certification:** High School Diploma or equivalent plus post secondary education credits desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Must be CPR/First Aid certified. Computer proficiency, supervisory experience, customer service skills.
3. **Experience:** Demonstrate aptitude or competence for successful fulfillment of performance responsibilities. Knowledge of sport programs, and experience working with children. Must have programming and supervisory experience.

REPORTS TO: Community Services Director

JOB GOAL: To offer youth in the community enrichment opportunities in sports, the arts, outdoor adventure and lifelong hobbies.

PERFORMANCE RESPONSIBILITIES:

1. Initiate, design, implement and over see all aspects of youth programming including but not limited to:
 - a. Develop programs and course descriptions
 - b. Recruit and recommend instructors
 - c. Process Registrations and run class lists
 - d. Schedule locations of activities
 - e. Instructor contracts
 - f. Evaluate programs and make recommendations
2. Act as the Saturday Youth Programs Supervisor

3. Submit payroll for the programs of responsibility to the Community Services Director
4. Process deposits for programs of responsibility on a regular basis
5. Receive, confirm and schedule Birthday Bash requests and coverage
6. Work with Aquatic Supervisor to set up youth swim lessons
7. Contribute to office coverage

TERMS OF EMPLOYMENT: Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

WORKING CONDITIONS:

Mental Demands: organizing, planning, prioritizing, coordinating, meet deadline, multi-tasking, supervising, public speaking

Physical Demands: sitting, walking, climbing stairs, moving and setting up equipment, lifting up to 30 lbs, computer work

Environmental Conditions: walking outside, slippery surfaces, biological exposure (human wastes and body fluids), working at night and working alone

EVALUATION: The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revised: November 9, 2010