



Youth and Teen Youth and Program Manager

Champaign Park District

Contact Name: Heather Miller

Contact E-mail: heather.miller@champaignparks.org

Contact Phone: 217-819-3840

Closing Date:

Salary: \$47,000 - \$60,000

Description:

Summary

The *Youth and Teen Program Manager* is responsible for planning, implementing, and evaluating all the Park District's youth and teen programs, including but not limited to after-school and summer programs.

Qualifications

- Bachelor's Degree in Recreation, Sports, Tourism, or related field, or six (6) years' of experience in the field.
- A minimum of three (3) years of successful recreation programming.
- A proven track record of at least three (3) years in effectively supervising, coaching, training, and leading staff.
- Certified Parks and Recreation Professional certification preferred
- Exceptional proficiency in written and verbal communication.
- Demonstrated ability to efficiently and effectively solve problems.
- Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines
- Valid Illinois Driver's License with a clean driving record

Supervision

The *Youth and Teen Program Manager* reports directly to the Director of Recreation. The *Youth and Teen Program Manager* supervises full-time, part-time staff, seasonal staff, and volunteers.

Training – Can be obtained through Champaign Park District

- Bloodborne pathogen training
- CPR, First Aide, and AED training from American Heart Association or accredited agency
- Heads Up Concussion training from the Center for Disease Control
- Driver's training and test
- Mandated reporter certification
- Facility training

- Harassment Prevention Training

Classification

- Exempt, salary position
- Full-Time

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of the public, fellow employees, and themselves.
- Demonstrate a high level of professionalism and discretion in all interactions, including maintaining strict confidentiality regarding staff information, communications from supervisors, and conversations with parents or patrons.
- Uphold the Park District's policies and standards for data privacy and confidentiality at all times.
- Evaluate the effectiveness of existing youth and teen programs throughout the Park District to determine their success and impact on participants.
- Develop innovative and engaging new programs tailored to the interests and needs of youth and teens.
- Continuously seek new ideas and trends to create programs that align with the evolving interests of youth and teens.
- Implement strategies to grow and expand youth and teen programs within the Park District.
- Make informed suggestions regarding program adjustments based on their level of success and participant feedback.
- Ensure that all programs meet the highest standards of participant satisfaction and program quality.
- Collaborate with the Marketing Department to promote programs and reach the entire community effectively.
- Establish and maintain strong community connections and partnerships for potential collaboration.
- Provide ongoing coaching, training, and guidance to Coordinator(s), with a focus on enhancing their abilities to manage and lead teams effectively. This role involves regular feedback sessions, conducting performance assessments, and devising strategies for continuous improvement in their managerial skills.
- Lead the hiring process for youth and teen summer staff, ensuring the selection of qualified candidates.
- Develop comprehensive training plans for youth and teen part-time and seasonal staff to enhance their skills and knowledge.
- Responsible for overseeing and managing the budget for youth and teen programs.
- Compile participant information and generate reports to track program performance and impact.
- Conduct preliminary investigations and follow-up on all incident/accident reports related to youth and teen programs.
- Identify work requests, capital improvements, and suggestions for programs enhancements and improvements.
- Recommend policy and procedure changes and contribute to report writing as needed.
- Comply with equal opportunity and harassment laws, policies and procedures
- Other duties as assigned

Physiological Consideration

- The position may require flexibility in work hours, including occasional evenings or weekends, to accommodate facility needs or events.
- May need to spend extended periods using computers.

- As a leadership role with diverse responsibilities, effective stress management is essential to handle multiple tasks and complex projects.

Environment Consideration

- May involve overseeing programs and activities held in outdoor setting, which may expose the manager to various weather conditions and environmental factors.
- The role may involve working in a shared office environment, requiring comfort and proficiency in an office setting for administrative tasks and coordination.

The Champaign Park District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We are committed to providing a workplace that is free from discrimination and harassment of any kind. All employees are required to comply with our equal opportunity and harassment laws, policies, and procedures.