



Coordinator - Youth Programs and Community Outreach

Centers, LLC - Health, Fitness & Recreation Center

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: starting at \$46,000

Description:

Overview

CENTERS, LLC is a professional management firm specializing in facility, operation, and program management for higher education. CENTERS' management approach is customized for each client yet retains our uniform quality. Our firm unites site staff with a centralized administrative team, each contributing to the firm's goals and client needs. The CENTERS team is innovative, entrepreneurial, trail-blazing, and ambitious for both CENTERS and our clients. Today, CENTERS provides management services for 14 clients.

Job Summary

The Coordinator - Youth Programs and Community Outreach will provide quality programming for younger audiences and increase family involvement through summer camp, "schools out" camp, special events, and child care services. In addition, the Coordinator will support building operations and assist with marketing efforts.

This position will work on-site at our Moraine Valley Community College location in Palos Hills, IL. Opened in 2014, FitRec is a 113,000 sq. ft. building, offering users the latest equipment, fitness spaces, and technology. The facility is also the home of Moraine Valley Athletics and several academic programs and courses. The department serves a diverse community of students, faculty/staff, and over 4,000 community members.

Essential Functions

- Provide leadership and management of youth programs daily logistics, scheduling, billing, customer service, and sales
- Process and audit all youth programming participant paperwork and add-on billing payments
- Collaborate to identify Youth and Family markets, develop marketing strategies, and prepare marketing materials
- Evaluate current program operations and make recommendations to improve
- Develop and enforce policies and procedures for the program, department and facility
- Order and monitor equipment and supply inventory for program
- Develop and maintain relationships with local schools, community organizations, and businesses to promote camp programs and attract participants

- Assist with the development and creation of marketing strategies and initiatives to drive program enrollment
- Assist with departmental marketing, advertising, and outreach operations; including but not limited to social media updates/maintenance, monthly members communications and website maintenance
- Serve as direct contact for parents, to answer questions and notify them of anything regarding their children, including but not limited to, behavior issues, incidents, accomplishments, etc.
- Assure adherence to applicable ACA, state, local, client or CENTERS standards
- Prepare regular written communication, such as monthly/annual reports, facility usage reports, and sales reports as needed
- Work with professional staff colleagues to develop programs targeted toward generating memberships
- Manage budget, strategic planning, and assessment as it pertains to program

Staff Supervision

- Hire, manage, train and supervise part-time employees (camp counselors, program assistants, etc.)
- Responsible for approving timecards and preparing necessary documents/reports in preparation for payroll

Site-Specific Responsibilities

- Responsible for attending campus and community special events, expos, etc. to help promote department offerings
- Serve on various committees representing department for both client and CENTERS

Qualifications

Education and Experience

- Bachelor's degree or 4 or more years of work experience required
- Experience working in early childhood education, youth and family programs or summer camps
- Previous supervisory experience preferred
- Previous experience using facility member management software, such as ClubAutomation or RecAutomation, strongly preferred
- Current American Red Cross CPR/AED/FA certification (or willing to obtain)

Skills and Abilities

- Ability to pass criminal background check
- Ability to learn and become proficient in a variety of technology
- Analytical skills to identify problems, assess alternatives, and render logical decisions
- Excellent communication and collaboration
- Excellent organizational skills and strong attention to detail
- Ability to motivate and lead employees and hold them accountable
- Entrepreneurial spirit and enthusiasm
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyle choice