



## Youth Coordinator

### Worth Park District

**Contact Name:** Kelly Pezdek

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**Closing Date:** 2025-01-03

**Salary:** \$39,000.00 - \$42,000.00

#### **Description:**

The Youth Coordinator needs to be energetic and enthusiastic. This position will be responsible for the early childhood/youth programs such as Day Camp and the Before and After School program. They will also be assisting the Recreation Program Manager to enhance the programs.

The Youth Coordinator is a full-time exempt employee, whose work week may exceed 40 hours. Occasional weeknight and weekend shifts assisting with programs and special events is required. The Youth Coordinator will supervise a staff of part-time employees. Workdays will include office time and time spent in the physical program. This position is responsible for the safety and developmentally appropriate programs in accordance with the policies and procedures set by the district.

#### **Qualifications:**

B.A. or B.S. degree in Parks and Recreation, Child Development, Liberal Arts, or a related field. Minimum two years of responsible administrative or supervisory experience in the field of recreation. Must be at least 21 years of age. Independent, innovative, adaptable, and organized, with strong management skills. CPR, First Aid, AED certification required, or training will be provided within 6 months of employment. Must possess a valid driver's license with no license revocation or suspension within the last three years.

Employment is contingent upon physical examination including, but not limited to, a drug screen and passing a criminal background check.

#### **Immediate Supervisor:**

The Youth Coordinator is responsible to the Superintendent of Recreation.

#### **Essential Functions:**

- Responsible for the creation, implementation, maintenance, and evaluation of the Before and After School and Day Camp programs.
- Oversee scheduling, staffing, and transporting the participants to and from school.
- Evaluate staffing needs (including recruitment, hiring, training, supervising and evaluation) of part-time staff and make adjustments so that the programs operate efficiently and create an

environment for success.

- Responsible for the lesson plans for Before and After School program and Day Camp.
- Create the attendance sheets and sign in and out sheet for the Before and After School program and Day Camp.
- Work with families on Illinois Action for Children state-aid. Main communication between the state, parents, and the Park District.
- Plan, book, and staff the field trips for the Day Camp and hold the parent meeting and staff training for Day Camp.
- Directly handle any issues with any participant or parent in the Before and After School and Day Camp programs. Will handle all staff matters.
- Arrange the Kids Day Out trips and organize the mini break camps.
- Build relationships with schools to enhance the programs.
- Will be required to help plan some special events throughout the year.
- Prepare cost analysis budgeting of programs and activities.
- Inventory and order supplies and equipment for day camp and the before and after school program.
- Monitor payroll allocations.

### **Marginal Functions:**

- Perform the job in compliance with District policies, procedures, work rules and employee manuals.
- Adheres to District dress code.
- Maintains positive public appearance.
- Responsible for meeting the safety objectives of the department.
- Represent the Park District while working with schools and other organizations on special projects.
- Oversee some park district special events.
- Attend meetings and participate with IPRA, SSSRPA, PDRMA, and local community agencies, associations, & organizations.
- Attend professional conferences and workshops to increase knowledge in related area of responsibility.

### **Psychological Considerations:**

The Youth Coordinator may work unsupervised and must be able to independently carry out work functions without supervision when needed. Must possess appropriate customer service skills and decision making. Professional maturity, honest nature, and personal integrity are required. Ability to exercise good judgment in keeping with the mission of the Park District. Must be able to troubleshoot and solve problems in the best interest of the Park District.

### **Physiological Considerations:**

The Youth Coordinator regularly performs duties in the light to medium work level (lifting up to 50 lbs. infrequently). The position includes frequent sitting, walking, standing, reaching, and bending.

### **Environmental Considerations:**

Ability to work in outside weather conditions; wet and/or humid conditions, extreme cold and extreme heat. Activities are performed both indoors and outdoors, with conditions that include lighting and temperature.

### **Cognitive Considerations:**

Ability to present ideas and recommendations in a concise verbal and written manner. Able to understand and carry out verbal and/or written instructions efficiently and effectively to read and understand printed material.

**IMRF and Benefits Package included.**

**Salary Range: \$39,000-\$42,000**