

YOUTH RECREATION ACTIVITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves a responsibility for developing and implementing recreation programs for the youth of the community. The work includes gaining funding for programs, attracting youngsters, organizing activities, recruiting volunteers, public relations, etc. The work is performed under the general supervision of the Mayor and Village Board with wide latitude for independent action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, and implements creative recreational activities and programs for the youth of the community;
Meets with volunteer Recreation Board members to discuss new program ideas and to assess existing ones;
Organizes fund-raising events to offset program expenses;
Publicizes activities to attract youth participants and to recruit volunteers;
Manages the Youth Center by involvement in building use, security, preparation of activity reports, keeping records, etc.;
Keeps abreast of available funding sources and prepares all necessary grants and reports on behalf of the village;
Attends meetings and seminars related to the Youth Recreation Program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the administration of recreation and leisure services, including marketing and public relation techniques, financial facility, and personnel management; good knowledge of recreation and leisure activities for youth; working knowledge of community interests; ability to promote and organize recreation and leisure time activities; ability to communicate effectively particularly with youth and their parents; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Recreation, Recreation Administration, Education, Physical Education, Child Development or a related field; or
2. An Associate's degree or higher and two (2) years of responsible direction of subordinate workers in the conduct of recreation activities.