

Youth Program Coordinator Position  
Epping Parks & Recreation Department

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**Job Description**

REPORTS TO: Assistant Director of Parks & Recreation

SUPERVISES: Before & After School Program and Summer Camp Staff

JOB FUNCTION: Under general direction, assists in the planning, coordination and management of youth programs at the Parks & Recreation Department.

**DUTIES AND RESPONSIBILITIES:**

- Follows all Town and Department Policies and Procedures as described in Policy Manual.
- Manages youth programs, services, and personnel including Before & After School Programs, Daytime programs, vacation week programs and Summer Camp.
- Alongside the Assistant Director will hire staff for all programs needed
- Will plan, organize, implement, and evaluate the summer camp Elementary Program
- Will work with staff in the planning of activities for summer camp and after school program
- Has good communication with parents
- Will schedule program staff hours based on availability
- Will help in the planning and booking of community events and field trips throughout the year
- Collects and properly secures program payments, including providing receipts for payments.
- Assists in the selection, trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies, reporting up to the Assistant Director for guidance and when further action is deemed necessary.
- Maintains order and procedures during activities and programs as assigned.
- Transport students to and from activities, including driving mini bus, walking or assisting in coordinating outside transportation.
- Maintains proper safety equipment, including checking first aid kits and youth medications daily and replacing supplies as needed. Reports missing items or concerns to Assistant Director.
- Performs general check of playground grounds and equipment for safety hazards. Reports hazards or concerns to Director or Assistant Director.
- Provides program support by gathering materials needed for daily program in advance, setting up tables or room in advance whenever possible and clean up and putting items away in proper locations once activity is over. Leave all facilities the way it was before program use.
- Directs staff during youth group activities, assist in monitoring playground activities, assist in emergency drills, assemblies and field trips.
- Assist in the purchasing of supplies and equipment needed for Recreation Program and Facility.
- Monitor and report behavior of students according to approved procedures, including informing Parks and Recreation Assistant Director of major issues immediately and speaking with parents regarding behaviors, both good and bad upon drop off and pick up.
- Confer, as needed, with Assistant Director concerning programs, behavioral issues, staffing concerns and materials needed to meet youth and program needs.
- Assists in maintaining the community center building and recreation facilities.
- Assure the health and safety of students by following health and safety practices and regulations.
- Maintain regular personal attendance as assigned and follow proper time off requests, as needed.
- Attends staff meeting and training's as required.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting, walking and/or running.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.

WORK ENVIRONMENT:

- Work is performed both indoors and outdoors, including in inclement weather and involve everyday risks or discomforts that require normal safety precautions for both office and active outdoor physical work.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Recreation, Public Administration, Park Administration, Physical Education or a related field with a minimum of 2-3 years of experience working with youth.
- Minimum of 1 year of supervisory experience.
- State & FBI Criminal Background Check
- CPR & First Aid Certification or ability to obtain certification upon hire
- Valid Driver's License

Job Type: Full-time

Salary: Based on Education and Experience

Anticipated Start Date August 2019