



CITY OF INGLESIDE JOB DESCRIPTION

Youth Program Coordinator

Department: Recreation
FLSA Status: Non-Exempt
Effective Date: 05/13/2020
Pay Grade: 6

POSITION SUMMARY

Performs intermediate skilled human support work assisting with a variety of youth and adult recreation planning, activities, programs, and other special events, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Parks and Recreation. Departmental supervision is exercised over all personnel within the department.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the planning and coordination of youth and adult programs for Humble Station and for special events.
- Greets program participants/visitors/instructors, answers questions regarding programs and classes in person and via telephone and internet.
- Collects and receipts monies for various fees such as rental and use fees; deposits money in assigned area.
- Assists in drafting and revising reports and correspondence; receives and processes registrations and rental agreements.
- Prepares facility for scheduled activities as assigned; secures and closes the assigned facility; maintains records of facility use and reports maintenance needs.
- Assists in preparation and maintenance of programs documents in accordance with current records policy.
- Coaches and counsels Humble and Latchkey program staff; develops staff schedules.
- Supervises and provides childcare for program participants.
- Ensures all HHSC policies are followed for Latchkey.
- Coordinates with school district.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the Director of Parks and Recreation
- Departmental Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School Diploma/or GED

Experience – Moderate experience in public recreational activity planning

License or Certificate –

None

Special Requirements

Possess or obtain Daycare Director credentials, food handlers’ certification within six months

Possession of CPR and Basic First Aid certification upon hire

Required Education	High School Diploma/or GED
Required Experience	Moderate Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of the practices of recreation and physical education
- Thorough knowledge of the methods involved in organizing, conducting, and supervising recreational programs
- General knowledge of the methods and practices of athletic, community and outdoor recreation work including knowledge of the equipment and techniques, relevant rules and regulations of athletic programming and development for children, youths, and adults
- Ability to instruct common athletic, community, and outdoor activities
- Ability to maintain records and prepare reports
- Ability to communicate ideas effectively both orally and in writing
- Ability to enforce rules and regulations
- Ability to establish and maintain effective working relationships with associates, contractors, volunteer groups and the public

Admin:	Accounts Receivable
Admin:	Memos and Reports
Admin:	Activities and Registrations
Admin:	Letters
Supervision:	Latchkey coaches
Training:	Minimum Standards

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force
- work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions
- work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Weight	10-50 lbs.
Environment	noisy
Physical Activity	Varies

- this work does not require any specialized sensory utilization
- work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date