

Position Title:	Youth Center Coordinator	Grade Level:	2
Department	Recreation & Parks Division	FLSA Status	Exempt
Reports to:	Recreation and Parks Director		

Statement of Duties:

The purpose of this position is to ensure for the effective coordination, design, outreach and oversight of Teen Center Programs, activities and initiatives. Individual will be responsible for the organization, delivery and evaluation of programs designed for the cohort. Position engages in community-wide networking and recruitment of teen participants, mentors, instructors and partners.

Supervision Required: Under the general supervision of the Recreation and Parks Director, the incumbent performs the work with a good deal of initiative and autonomy.

Supervisory Responsibility: Incumbent performs work under the general supervision of a department head, which provides policy, guidance and general fiscal controls and sets priorities. However, a great deal of work at this level is performed independently. Incumbent is expected to keep supervisor informed of unusual situations and circumstances and to seek advice in resolving them. Guidelines are mostly in the form of local laws and regulations, which have to be observed and followed where they apply.

Accountability: To create the positive environment necessary for constructive accountability the Teen Center Coordinator should:

- Be able to carry out activities with minor supervision.
- Be capable of setting priorities and working under pressure
- Be able to multi-task, planning several programs simultaneously
- Be able to adhere to applicable policies and procedures as well as enforce policies and procedures with staff and participants
- Work well with internal and external participants is essential

Judgment: The Teen Center Coordinator should institute the following practices in the decision making process:

- Identify the purpose of your decision

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- Gather Information and ask questions
- Identify the principles to judge the alternatives
- Evaluate each choice in terms of its consequence
- Determine the best option and execute
- Evaluate the outcome of the decision

Complexity: This multi-faceted position involves a wide variety of functional responsibilities including personnel supervision, interaction with diverse populations, program development and management, establishment of community partnerships and program administration requiring a high degree of independent and creative problem solving.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Duties generally provide for a normal office environment with high public traffic volumes, free from extremes in temperature, noise, odors, etc.; Incumbent will be subject to frequent work interruptions to assist citizens, staff and others, and may spend extended periods at computer terminal or on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity. Work requires the ability to normally walk, sit, bend, reach, as well as, see and hear. Incumbent will be required to lift and carry files, documents, records, equipment, etc. and will be required to travel within the Town and to neighboring towns.

Essential Functions:

- *The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.* works collaboratively with the Recreation staff to develop and coordinate a comprehensive program of activities and programs for Natick teens, which are responsive to identified needs and interests of the cohort.
- Collaborate with Human Services team, Natick Public School Administrators, school resource officers, school social workers, Opioid Task Force, coaches, local service organizations and others to ensure unengaged youth are identified and services are provided during non-school hours.

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- Responsible for department wide promotion and planning for teen programming and helping to carry out comprehensive programs with department staff utilizing multiple platforms, social media and the like.
- Ensure for the safety of teen participants through the use of observable assessments of risk and instigate appropriate interventions with community professionals as needed.
- In consultation with the Director, make referrals to other services or agencies as needed including but not limited to the Human Services Division, Natick Public Schools, Natick Police Department, Natick and area non-profit social service agencies and the like.
- Engage participants, mentors and volunteers in discussions regarding new/innovative program enhancements. Evaluate, prioritize and implement where possible in collaboration with Director.
- Assist in the development and monitoring of the program budget to meet fiscal objectives.
- Collaborate in the identification of and application for grant fundsdonations and community partners on-going.
- Assist in personnel matters including recruitment, selection and training of department part-time personnel.
- Develop and maintain good working relationships as well as evaluation of employee performance.
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- Participate in Natick 180 and Departmental meetings.
- Other Duties as assigned

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of practices, principles and techniques of youth services.

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- Working knowledge of financial planning and budgeting principles and practices.
- Working knowledge of marketing and public relations practices and techniques.
- Considerable knowledge of social media and the ability to stay current with changing technologies

Abilities:

- Ability to network with public and private sector organizations and agencies
- Ability to determine the needs of the community for department services.
- Ability to respond to citizen inquiries and/or complaints with tact and diplomacy.
- Ability to receive, understand, interpret and carry out department policies and procedures relating to programs and facilities.
- Ability to supervise others, making work assignments, evaluating their performance and training them.
- Ability to communicate effectively with others, both orally and in writing. Ability to plan and to schedule effectively.
- Ability to handle a great deal of details, and to perform such work with a high degree of independent action.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's Degree required in Social Services, Human Services, Recreation Services, or related field, as well as, three (3) years to five (5) years related experience.
- Valid driver's license and reliable means of transportation are required.

Special Requirements:

- Minimum of two years of experience working with teens/youth and planning activities.

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- Current First Aid/CPR/AED certifications.

Physical and Mental Requirements The physical demands described here 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 the position's essential functions.

Physical Skills:

- The ability is required to lift up to 30 pounds
- Ability to actively participate in activities in teen center activities

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.