

Town of Fort Myers Beach Job Description

POSITION: Youth and Teen Program Coordinator

DEPARTMENT: Parks and Recreation

POSITION SUMMARY

This is a full-time position requiring a varying schedule working nights, weekends and some holidays. Position will be responsible for the Department's Youth and Teen programs. Works under the direct supervision of the Recreation Supervisors and will supervise, part-time, contractual and volunteer workers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Planning, coordinating and implementing of Youth & Teen programming. Including but not limited to summer camp, club rec-after school, holiday camps, day camps and special events.
- Encourage community and parental involvement through special projects and events.
- With direction for the Recreation Campus Manager, develop and maintain policies and procedures for youth program.
- Maintain and enforce, thorough knowledge and understanding of program policies, specifics and procedures.
- Receives and responds to public inquiries about youth programming.
- Prepares monthly activity calendars, budget and membership reports.
- Seeks sponsorships, volunteers and new members for youth programs.
- Assists in preparing and monitoring the youth program budget.
- Creates promotional materials to increase public awareness of and participation in youth and teen programming; makes presentations to various groups as requested.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all youth programming.
- Reports the needs of the public with consideration to youth and teen programs to the Recreation Manager and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the public, coworkers and the program participants.
- Works as a lifeguard as needed at the Fort Myers Beach Pool. Certifications will be provided.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Manager and/or Culture, Parks and Recreation Director.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associates degree in Recreation, Childhood development or closely related field

or an equivalent combination of formal education and related working experience. Undergraduate degree preferred.

- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record required.
- Ability communicate effectively orally and in writing.
- Possession of a valid Florida driver's license is a requirement for this job
- Must obtain Lifeguard, CPR and First Aid certification within 6 months of date of hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in youth recreation.
- Ability to work outside in various weather conditions.
- Ability to accomplish work, which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the public.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the Parks and Recreation Department.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote youth activities and programs.
- Ability to evaluate the effectiveness of youth program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Ability to work in varying and adverse weather conditions including heat, cold, rain, wind and in the community center, pool and field areas; as well as off-site locations. Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Will be required to work hours other than the Recreation Center and Pool hours including, early evening and holidays and during emergencies.
- Physical effort includes: moving heavy objects (up to 50 pounds) short distances (20 feet or less), sitting, swimming, stretching, reaching, balancing, climbing, walking and standing; occasional running and physical effort involved in first aid and lifesaving activities.
- Ability to perform strenuous work in varying and adverse weather conditions

- including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergencies.
 - Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
 - Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
 - Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
 - Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment