

**CITY OF ALAMO  
JOB DESCRIPTION**

**JOB TITLE:** Youth Center Activity Coordinator **APPROVED BY CITY COMMISSION**

**DEPARTMENT:** Parks & Rec

**DATE:** 05.08.2018

**DEPT. NO.:** 1700

**SALARIED:**

**SUPERVISOR:** Parks & Rec Director

**HOURLY:** XXX

**FULL TIME:**

**EXEMPT:**

**PART TIME:** XX (20 - 25 hrs. wkly)

**NON-EXEMPT:** XXX

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**Job Description:** Works under the direct supervision of the Youth Center Manager. Applicant will assist the Youth Center Manager with the day to day operations of the youth center. Person will help initiate, participate, manage and lead a group of members in educational and recreational activities. Applicant will be responsible for ensuring that members are having fun, entertained, engaged and participating in a combination of indoor and outdoor activities and programs.

Applicant must oversee activities which feature a variety of interactive, educational and fitness based programs and activities that have been designed for youth. Applicant must consistently deliver high quality customer service, promote classes and assist in special events.

**Duties and responsibilities:** Person must provide a safe, clean and organized environment for the youth. Person must engage children in interactive activities that include storytelling, organized arts & crafts, recreation room games and any other program related to the assigned schedule of the daily operations. Applicant must assist in the managing of programs, activities, and events within budgetary guidelines. Person must work towards completing tasks and achieving goals and objectives. Applicant must plan curriculum and coordinate class schedules with other staff and programs to enhance participation levels. Person must establish new program activities and expand program within the community in accordance with strategic and operating plans. Applicant must develop or assist in the marketing and distribution of program information, organize and schedule program registrations. Applicant must compile program statistics, monitor and evaluate the effectiveness of and participation in program.

**Education, Experience, and Licenses:**

Applicant must have a High School Diploma or GED. Applicant must have at least one year of conducting or organizing youth related activities or programs. Person must have a valid Texas Class "C" Driver's License.

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

**Employee (print name):** \_\_\_\_\_ **Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_