

**Town of Milford, Massachusetts
Job Description**

Position Title:	Youth Center Prog. Coordinator	Grade Level:	I
Department:	Youth Center	Date:	2018
Reports to:	Youth Center Director	FLSA Status:	Non-Exempt

Statement of Duties:

The Program Coordinator position will support the Milford Youth Center's mission of providing a safe environment that promotes self-esteem, builds character, and fosters the notion of community and the importance of respecting and serving others. The Program Coordinator is responsible for assisting the Youth Center Director in the planning, coordinating and administering the registration of participants in a range of department-sponsored recreation programs and special events for people of all ages. Employee is required to perform all similar or related duties.

Supervision Required:

Under the general direction of the Youth Center Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing policies or regulations; the employee is then expected to seek advice and further instruction from the Youth Center Director. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of the progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

The employee is required to provide direction and guidance to program volunteers in the same department where the work of the supervised volunteer(s) may at times be the same as the work of the Program Coordinator.

Confidentiality:

The employee has regular access to confidential information obtained during the performance of regular position duties in accordance with the State Public Records Law such as official personnel files of seasonal employees' client and/or department records.

Accountability:

Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, missed deadlines, labor/materials cost, and jeopardize department programs.

Judgment:

Numerous established standardized practices, procedures, state or federal laws, or department standard operating guidelines govern the work and, in some cases, may require additional interpretation. Independent judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized operating practices, procedures, regulation, or department/state laws. The sequence of work and/or the procedures followed vary according to the nature of the work performed and/or the information involved, or sought, in a particular situation.

Work Environment:

Employee performs essential functions both in a municipal office setting subject to frequent interruptions, as well as outdoors at recreation activity sites where the employee is subject to loud noises and weather conditions. Employee may be required to work beyond normal business hours in order to attend department activities and/or special events.

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Nature and Purpose of Relationships:

Employee interacts with co-workers, the public and external contacts such as vendors doing business with the department to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to attempt to resolve complaints or to deal with uncooperative persons. The employee may furnish the public and news media with routine department-related information such as program registration forms, department activity lists, or departmental policies and procedures.

Occupational Risk:

Risk exposure is similar to that found in a municipal office setting having frequent contact with the public.

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.

- Coordinate and plan After School and Summer Camp programs
- Assist with grant research, application and administration.
- Perform outreach and marketing to outside agencies to increase participation levels.
- Assess the needs of residents; develop and implement programs designed to meet those needs; evaluate program participation and success.
- Coordinate volunteers as needed, to assist with programs and events.
- Help plan and attend occasional weekend events/fundraisers.
- Participate in community groups that align with Youth Center mission.
- Coordinate food program, including preparation and facilitation.
- Input and track data into computer.
- Maintain program budget.
- Work in partnership with Milford Youth Center Director.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree preferred; two (2) + years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job; food safety and nutrition background desired;

Special Requirements:

First Aid and CPR/AED Certification required. As a condition of employment, the employee must successfully pass a background check and be CORI certified.

Knowledge, Abilities and Skill

Knowledge:

Working knowledge of management and administrative principles and practices (familiar with Microsoft Office, Excel and Publisher).

Abilities:

Ability to establish and maintain effective working relationships and patience with department staff and the public. Ability to complete multiple tasks in an organized and timely manner. Maintain a flexible, adaptable and respectful demeanor at all times.

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Skill:

Proficient oral and written communication skills (bilingual skills desirable - Spanish and Portuguese); cultural sensitivity a must. Proficient customer service skills.

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:

Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. The employee is required to lift, push, or pull objects such as office equipment, books, photocopy, and computer paper.

Motor Skills:

Position requires the employee to have basic motor skills to carry out activities such as operating a personal computer and/or most other office equipment, keyboarding and/or word processing, filing, moving objects, and sorting of papers.

Visual Skills:

Visual demands of the position require the employee to routinely read and interpret documents for general understanding. The employee is not required to distinguish colors.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Town of Milford is an EO/AA Employer