



YOUTH SERVICES COORDINATOR

SUMMARY

Under direction, plans, directs, and oversees staff, operations, and activities of an assigned Youth Services program or site. Areas of responsibility include, but are not limited to, curriculum development; program and staff scheduling; and facility management. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Youth Services Coordinator is responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned Youth Services program or site. Performance requires ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Youth Services Supervisor in that the latter has overall administrative and operational responsibility for Youth Services programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, directs, and oversees staff, operations, and activities of an assigned Youth Services program or site in compliance with rules, regulations, policies, and procedures; evaluates program effectiveness; recommends changes and implements management decisions.
2. Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties; provides input to supervisor for employee performance evaluations.
3. Continuously monitors staffing at assigned site(s) to ensure staffing levels are consistent with requirements; re-evaluates and re-assigns staff as needed; ensures optimal coverage for all sites.
4. Maintains relevant curriculum in line with industry standards; oversees short- and long-term curriculum planning including, but not limited to, summer planning; field trips; and other activities.
5. Conducts program assessments as required.
6. Serves as a liaison and resource for parents and school personnel; receives and responds to questions, concerns, and complaints from parents, public, and school personnel; determines issue and resolves, or refers to supervisor; maintains open communication among all groups to serve the children's best interests.
7. Manages site budget and assists with managing grants; projects expenditures; monitors and tracks expenditures and fees collected; monitors inventory and purchases authorized supplies and equipment.
8. Performs administrative tasks, such as enrollment, tuition, and timesheets; conducts, attends, and schedules meetings and trainings; prepares reports and maintains records.
9. Inspects and maintains program facilities and equipment; ensures that maintenance and repair needs are addressed.
10. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
11. Assists in developing and implementing policies, procedures, and staff training for program areas.
12. Develops and implements in-service training sessions, safety drills, and other emergency procedures; ensures staff and others participate in required training.
13. Assists with District special events as needed.
14. Performs other duties as assigned.



YOUTH SERVICES COORDINATOR

QUALIFICATIONS

Education and Experience:

- ESS Program Education Requirement:
 - Bachelor's degree in early childhood education, child development, human development, liberal studies or a related field and 12 units in early childhood education, six units in administration and supervision, and three units in field experience;

AND

- Four years of relevant experience working in a childcare or youth development program, with at least one year in a lead capacity.

- Preschool Program Education Requirement:

- Associate's degree in early childhood education, child development, human development, liberal studies or a related field;

AND

- Four years of relevant experience working in a childcare or youth development program, with at least one year in a lead capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of leadership.
- Methods and techniques of planning and implementing childcare and youth development programs.
- Staffing levels required for program area.
- Child development/care issues relevant to program area.
- Principles and practices of curriculum planning and development within industry standards.
- Community demographics as it relates to childcare and youth development programs.
- Methods and techniques of evaluating program effectiveness and recommending changes.
- Safety practices and equipment related to the work.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and practices of customer service, techniques for providing a high level of customer service.
- Principles and practices of recordkeeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Lead staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Use assessment tools and metrics.
- Assist with the planning and development of program policies and procedures.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



Livermore Area
Recreation and Park District
An independent special district

YOUTH SERVICES COORDINATOR

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintained throughout employment.
- California Child Development Site Supervisor Permit for ESS program.

PHYSICAL DEMANDS

Must possess: mobility to perform moderate physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam, legally mandated immunizations, tuberculosis, and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Job Code: 7257L

FLSA Status: Non-Exempt

Supersedes: ESS Coordinator dated 2/13/13