



## Salt Lake County Job Description

# After School Recreation Program Coordinator

**DEPARTMENT:** Human Services

**DIVISION:** Youth Services/2100

**JOB CODE:** 764 **GRADE:** 13

**FLSA STATUS:** Non-Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 10/15/2012

### **JOB SUMMARY**

Manage an afterschool program by developing curriculum, collaborating with the host school and creating partnerships with community agencies. Supervise and train program staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Education, Recreation, Physical Education, Sports Science, or other closely related field; plus two (2) years of related experience of which one (1) year must have been supervisory or administrative; OR a combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required yearly background investigation.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Must have the ability to travel to and from Youth Services facilities.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Creates the structure of the afterschool program based on state standards.
- Develops curriculum, activities, clubs, and events that align with the school's core subjects.
- Participates in hiring and training emergency at-will Youth Workers.
- Supervises program staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Holds regular staff meetings.
- Creates and maintains collaborative partnerships with community organizations.
- Works closely with host school administration; attends faculty and team meetings.
- Participates in activities as requested by school administration and the division.
- Schedules and monitors classes and activities taught by independent contractors and teachers.
- Coordinates with host school to compile weekly, monthly, and annual statistics and records.

- Evaluates afterschool program and events to ensure effectiveness.
- Monitors assigned programs expenditures and makes adjustments as necessary.
- Recommends and makes needed purchases.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Curriculum planning and development
- Community outreach practices
- Marketing principles and practices Positive behavior support principles

#### **Skills and Abilities to:**

- Interact and supervise at-risk youth of all ages, cultures, and socioeconomic backgrounds
- Manage and supervise staff and instructors
- Lead and communicate with diverse groups of all sizes
- Follow written procedures and instructions
- Communicate effectively, both verbally and in writing
- Work with a multi-disciplinary team and community partners
- Perform public relations activities

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Ability to lift at least 20 pounds

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 02/22/2016/KOJ