

CITY OF WOODLAND PARK JOB DESCRIPTION

Title: Teen Center Supervisor
Department: Community Engagement
Grade: N/A – Part-time



CORE VALUES: Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

SUMMARY

Plans, organizes, coordinates, and implements community youth after-school programming and operations, including cultural arts, environmental education, physical and other special activities, day camps and all operations associated with those duties. Creates a safe and supervised environment for youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates the planning and management of supplies and concession-related activities, including: operation procedures, inventory and staffing; works with Teen Advisory Board (TAB) members for assistance in kitchen and other duties.
2. Maintains an accurate account of revenue and expenses for all Teen Center activities, programs and purchases, and ensures that update reports and revenue deposits are submitted in a timely manner.
3. Coordinates the development and implementation of community youth after school and summer programs, such as: cultural arts, environmental education, physical activities, day camps, community event participation and other special activities and makes all arrangements for conducting Teen Center activities, including: rental and use of other facilities and parks, transportation, equipment, etc., and coordinates set up; Communicates with other Teen Center staff regarding delivery and follow-up with activities.
4. Coordinates staff and volunteer schedules and develops and post staff work calendars. Collects and reviews time sheets at intervals aligned with the City's payroll schedule.
5. Responsible for completing administrative tasks, including: written communication, posters, flyers and related communications for distribution. Maintains registration and program participation records and statistics.
6. Assures appropriate supervision of all Teen Center scheduled activities, classes, programs and co-sponsored programs.
7. Coordinates monthly staff meetings and professional growth opportunities: webinars, conferences, online courses. Maintains afterschool program membership resources, such as the National Afterschool Association.
8. Responds to inquiries about Teen Center programs made by telephone, e-mail or mail correspondence, and during public meetings.
9. Maintains clean and orderly facility/grounds in and around Teen Center, and notifies the Public Works assistant if repairs are needed. Creates a safe and supervised environment.
10. Maintains a variety of records, including registrations, attendance, reservations, permission slips, purchasing, incident reports, accident reports, program participation and after-action reports, etc.

11. Works with Community Engagement Manager, and other city staff, to support and promote activities through school officials, city departments, general public, parks and recreation, and other community stakeholders.
12. Recruits and assists in selecting part-time and seasonal Teen Center staff, and volunteers.
13. Serves on employee and community committees as assigned.
14. Other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Community Engagement Manager.

SUPERVISION EXERCISED

Supervises part-time Teen Center staff, contract instructors, seasonal staff, interns, and volunteers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. High School Diploma or GED.
2. One year experience in relevant field preferred.
3. An equivalent combination of education and experience.
4. Valid state driver's license with good driving record.
5. First Aid and CPR certification or willingness to obtain certification.
6. Must pass a background check.

Necessary Knowledge, Skills and Abilities

1. Proficiency using computers, and MS Office
2. Ability to develop, coordinate, and supervise a variety of activities involved in a community youth after school center.
3. Ability to establish and maintain effective working relationships with employees, supervisor, other agencies, participants, instructors, community leaders, and the general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to plan and supervise the work of paid staff and volunteers.
6. Experience working with youth.

SPECIAL REQUIREMENTS

Some evening, holiday and weekend hours are required.

TOOLS AND EQUIPMENT USED

Computer, including word processing and data base software; calculator; copy and fax machines; phone, portable sound system, automobile, various equipment used in sport and other activities.

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud during indoor and outdoor Teen Center activities.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The 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.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description.

Employee Signature _____ Date _____