

Summary of Proposed Position:

Community & Youth Coordinator

This position will primarily work in Deerfield Community Center's Youth Programs. Responsibilities will include tasks like planning field trips for summer camp, filling in at programs when there are staff shortages, managing youth programs staff schedules, and assisting with the recruitment/training process of youth programs staff. In addition, this position will be responsible for identifying and planning new youth programs to expand the use of our Center. The Community & Youth Coordinator will also assist in planning and working special events. For example, this team member could manage the concession stand during Deerfield Days, while our Sports Coordinator manages the baseball tournament. Other tasks this position may be involved in are updating the Deerfield Community Center website, social media posts, overseeing facility rentals or assisting in managing our online registration.

Deerfield Community Center

Job Description

Title: Community & Youth Coordinator

Reports To: Executive Director

Location: 10 Liberty St. Suite 130 and Deerfield Schools

Hours: Full-Time. 40 hours per week, year-round. Typical schedule of 9:30AM-5:30PM, with occasional evening & weekend hours.

Salary: \$34,320 annually (\$16.50/hourly) plus competitive benefits package

Primary Duties:

Work closely with the DCC Executive Director concerning the day-to-day operation of the Community Center providing outstanding customer service to individuals that use the Community Center and participate in our many programs and services. Function as the main contact concerning Youth Programs within the Deerfield School District. Serve as a point person for facility users. Provide community outreach support as needed.

Essential Functions of the Job:

Youth-Related Functions:

- ❖ Plan, implement and evaluate programs for youth to include but are not limited to before/after school activities, early release programs, summer camp and school's out programs.
- ❖ Ensure the center rules, safety standards, and facility guidelines are followed. Maintain a variety of automated and manual records on center program usage, enter data, prepare & submit reports on center attendances, accidents, facility usage and other data as required.
- ❖ Open and close Center or school gymnasiums as needed. Ensure that buildings are empty and secured during closing at night or on weekends. Set up facilities to accommodate programs.
- ❖ Participate in any DCC involved community resource teams (e.g. Joining Forces for Families)
- ❖ Develop new opportunities for children and families in the Deerfield community.
- ❖ Identify and assist in training of youth programs staff. Submit appropriately completed timesheets.
- ❖ Organize and accept registration for participation in programs, schedule events, communicate with school personnel for building or grounds use, answer phone calls and return emails in a timely and courteous manor regarding programs.

Outreach-Related Functions:

- ❖ Assist in managing Deerfield Community Center's online presence through our website, social media and online registration.
- ❖ Participate in all Fundraising events. This includes the planning of the events, organizing supplies, facilities, communication, volunteers, working the events (including the concession stand) cleanup, etc.
- ❖ Pick up donations/sponsorships for programs & events

Daily Operations Related Functions:

- ❖ Assist visitors and participants at the center and provide program information.
- ❖ Participate in Grant Writing with the DCC Executive Director.
- ❖ Assist Facility Users by providing tours, completing rental paperwork and preparing for their facility use.
- ❖ Perform other duties as required.

Job Location and Equipment:

Position will be based out of the Deerfield Community Center. Time will be required at the Deerfield Schools or Deerfield Parks. Operation of standard office equipment to include: Microsoft Office® operating system, telephone, computer, printer, and copy machine. Also, may operate smartphone or digital camera for promotional pictures.

Required Knowledge, Skills, and Abilities:

Must have effective verbal and written communication skills with public and coworkers in a professional and courteous manner; explain and enforce operating policies and procedures; handle money and maintain fiscal records; operate general office equipment, word processing equipment; independently carry out policies and procedures within assigned area of responsibility. Must be available to work some evenings and weekends.

Preferred Qualifications:

An Associate's degree in child care, a Bachelor's degree in education, recreation, human services or related field is preferred or equivalent work experience. Experience working with/helping the public, working in youth programming, keeping general records and handling money. Must possess and maintain current CPR and basic first aid certificates or acquire within the first six months of employment. Must be able to successfully complete a drug test. Must possess a valid driver's license and pass background check.