

## **Youth Program Director**

**GENERAL STATEMENT OF DUTIES:** Has charge of the administration of a community recreation program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for planning and directing a recreation program for a town and/or village. The work is performed in accordance with the policies outlined by the Chester-Horicon Youth Commission permitting wide leeway for planning a complete recreation program. Supervision is exercised over the work of a recreation staff which may include recreation leaders, recreation attendants and lifeguards. The Youth Program Director may collaborate with a co-director or other employee in directing their programs.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Promotes the organization of recreation activities;
- Confers with Youth Commission on matters of size, scope and financing of recreation program;
- Schedules and directs enrichment and athletic activities;
- Communicates with participants and their parents;
- Makes plans for improving existing recreation areas;
- Conducts training sessions for recreation leaders;
- Conducts public relations activities via social media and by issuing press reports on the recreation program;
- Purchases supplies and materials;
- Prepares reports on the operations of the programs;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Great leadership, organization and communications skills; good knowledge of the theory of practices governing the administration of a community recreation program; good knowledge of the program; good knowledge of the equipment; facilities and personnel necessary to carry out a modern recreation program; ability to promote; organize and carry out recreation activities on a moderate scale; ability to plan and supervise the work of others; ability to get along well with children and the general public; initiative; resourcefulness; good judgment; good physical condition.

### **MINIMUM QUALIFICATIONS:**

Appropriate training or experience in recreation activities, youth or education