



TITLE: Youth Center Director

REPORTS TO: Village Administrator

POSITIONS SUPERVISED: Part Time Youth Supervisors

DATE REVISED: October 9, 2018

GENERAL QUALIFICATIONS:

Must be well organized and able to prioritize tasks as well as have the ability to efficiently manage multiple areas of responsibility with overlapping deadlines in a fast-paced environment. Excellent writing skills and proficient use of Standard English. Ability to provide customer service in a helpful, polite, tactful and efficient manner. Maintain a harmonious effective working relationship with other municipal departments, outside agencies, and the public. Must pass a medical exam and pass a background check.

TECHNICAL QUALIFICATIONS:

1. *Valid driver's license.*
2. *BA, or Master's degree in Recreation/ Education/ or related field required*
3. *Thorough knowledge and experience in youth development, human relations, and budget management.*
4. *Highly positive and enthusiastic style capable of motivating employees and youth.*
5. *Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development.*

GENERAL FUNCTION:

The Youth Center Director is responsible for developing, implementing and evaluating activities at the youth center for middle and high school youth in the community. The youth center director will develop and implement programs and activities, maintain a balanced budget, manage the facility and hire and train part time staff.

SPECIFIC DUTIES/RESPONSIBILITIES:

- a. Communicate with parents and youth to determine their needs and interests
- b. Schedule programming and activities and staff as required
- c. Manage and maintain the youth center equipment and facility
- d. Purchase and monitor the use of equipment and facility
- e. Coordinate and schedule equipment and facility maintenance and repairs
- f. Be visibly involved with the community, youth center members, their families and staff in positive, friendly manner
- g. Arrange for advertising of youth programs with LNN and local newspapers
- h. Develop and monitor the youth center budget
- i. Prepare financial and program reports



ESSENTIAL FUNCTIONS:

1. Further the mission, vision and values of the Village of Lansing through excellent customer service, ethical conduct, personal responsibility, creative problem-solving, individual initiative, and stewardship of village resources.
2. Assist in the adherence to operational and capital budgets and exhibit good stewardship of the village's resources.
3. Handle other responsibilities and duties as assigned or needed.
4. Perform all job duties in compliance with the established rules and regulations of the Administration Offices and the Village of Lansing. *The above statements are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and employee.*