SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Youth Program Supervisor (Seasonal)

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Paraprofessional
Status:	Non-exempt
Control No:	50919

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, organizes and supervises youth program and participants.

III. Essential Duties

- Plan and organize youth camp sports and leisure activities.
- Develop and monitor daily activities for children in accordance with the child's age and special needs.
- Implement and monitor through direct observation, written evaluations and verbal communication the assigned program for success and safety.
- Promote youth program to ensure maximum participation and utilization of the facility.
- Assist in program evaluation.
- Prepare track schedules one week in advance for each upcoming track.
- Identify requirements for staffing, equipment, space, revenue/expenditures and scheduling.
- Process payments and fees for programs assigned.
- Prepare accurate written program information for news releases and monthly newsletters.
- Provide approved visual material on services offered (bulletin boards, displays, posters, etc.).
- Prepare and complete all records regarding facility need, number of youth, and registration/waivers.
- Administer the program risk management and safety program.
- Verify all SOAR/Summer Camp registration forms and sign in sheets.
- Complete youth participant's registration packets including waiver's, immunization sheets, and information sheets.
- Enforce all activity site rules and regulations.
- Administer emergency first aid needed by the victim of an accident.
- Maintain participants registration files.
- Implement State Licensing Standards in preparation for County Health, State Licensing inspections.
- Notify the nearest law enforcement agency and protective service agency whenever there is a reason to believe that a child has been subject to abuse, neglect, or exploitation.
- Hire, promote, make staff assignments, train, complete performance appraisals, and discipline assigned employees.
- Prepare and submit to the Program & Aquatics Coordinator written assigned budget estimates for assigned programs.
- Monitor assigned activity program budgets.
- Inventory activity equipment and supplies.
- Prepare and submit purchase requests.
- Mobilize support of assigned program and projects.
- Assist in helping matriculate members.
- Handle complaints, questions and concerns.
- Maintain a neat well-groomed appearance.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Experience/Education: High School Diploma or equivalent required; Child Development Associate credential with one year experience teaching children, or Associates Degree in Early Childhood Education or Child Development and one year experience teaching children; minimum one year experience in coordinating and organizing a youth camp; one year experience in supervision of subordinates; must be 21 years of age or older.

License/ Certifications: valid Utah Driver's License required. CPR, First Aid, and Food Handlers certification required within 30 days of hire.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Current methods and principles involved in child care; games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary; knowledge of Windows based computers preferred.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees. Responsible for the safety and well being of the children in the assigned programs. Great responsibility to develop and maintain positive relationships with the parents of the children enrolled in the programs.

Communication Skills: Work well with adults and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with executive director, employees, staff, and the public; contacts requiring tact and judgement to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer, fax machine, and city vehicle.

Analytical Ability: Follow written and verbal instructions.

VII. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.; requires some evening, weekend, and holiday work. Tuberculosis test required within 2 weeks of hire.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any