

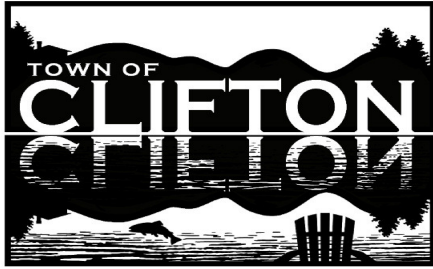
## **YOUTH COMMISSION DIRECTOR**

### ***JOB DESCRIPTION***

The Towns of Clifton and Fine are jointly responsible for the operation of the Clifton-Fine Youth Commission. The objective of the Youth Commission is to facilitate activities and to promote the welfare of children in our communities. The Director position is directly responsible for planning, organizing and supervising all segments of community youth recreation programs. The goal of this position is to operate successful programs while providing administrative support to advance youth activities in the Towns of Clifton and Fine. This part-time position is a Fine Town Board yearly hire, based upon recommendation of the Youth Commission Advisory Committee, and upon approval of that recommendation by the Clifton Town Board.

#### **DUTIES AND RESPONSIBILITIES**

- a. Makes recommendations to, and supports and implements the decisions of, the Town Boards regarding the administration and organizational status of all Youth Commission programs
- b. Plans, organizes, schedules and administers the participant sign-ups for all Youth Commission programs
- c. Plans, organizes and schedules all Youth Commission program seasons and games
- d. Responsible for preparing and scheduling all necessary advertisements related to Youth Commission programs
- e. Makes recommendations to the Youth Commission Advisory Committee regarding potential Town employees and Volunteers for the Youth Commission programs
- f. Coordinates with all Youth Commission personnel (paid and volunteer) regarding program attendance and participant pick-up and drop-off requirements
- g. Makes recommendations to the Youth Commission Advisory Committee regarding equipment needs
- h. Purchases equipment and supplies in accordance with the annual budget provided by the Town Boards
- i. Acts as a Community Liaison and point of contact for all Youth Commission programs
- j. Any and all other duties as directed by the Youth Commission Advisory Committee and the Town Boards



**NECESSARY KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS:**

- a) Must be both First Aid and CPR Certified by either Red Cross or American Heart Association;
- b) Good public relation skills;
- c) Self-motivated and demonstrates initiative, independence, and decision making appropriate to the work activities of this position;
- d) Demonstrates a willingness to assist and work cooperatively with colleagues;
- e) Ability to establish effective working relationships and use good professional judgment, initiative, and resourcefulness when dealing with children, subordinate employees, volunteers, and the general public;
- f) Through knowledge of recreational administrative theory and practices;
- g) Good knowledge of public administration;
- h) Ability to ensure the safety of all participants;
- i) Ability to promote, plan, and organize recreational activities;
- j) Ability to stimulate interest in recreation activities;
- k) Ability to promote high participant rates;
- l) Ability to maintain the cooperation of participants;
- m) Ability to maintain orderly control of groups of children;
- n) Ability to communicate well, both written and orally before a group;
- o) Ability to track project finances and create financial reports;
- p) Ability to organize and maintain accurate records and files;
- q) The physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a GED with two years of experience in the conduct of recreational activities;
- b) Must maintain current first aid and CPR certifications from either Red Cross or American Heart Association.