

## JOB DESCRIPTION

Position Title: Youth/Family Services Coordinator

Department: Lenox Community Center

Date Last Revised: March 2024

## JOB SUMMARY

Implements, interacts with, seeks to understand, and supports the needs of program participants and their families. The Y/FSC will work closely with the LCC team implementing youth programming, sports and community events. Performs varied duties with children and adults in a variety of settings. Work requires creativity, independence, self-initiative and a passion and respect for people of all ages.

## SUPERVISION

Serves under the direction of, and works closely with the Community Center Director. Assists in supervising volunteers, program staff and afterschool staff. The Community Center Board along with the Selectboard set policies.

## MAJOR DUTIES (essential job functions)

1. Manages the operations of the After School Program; supervises after school staff; organizes afternoon programming including special classes; plans vacation week programs, family nights/trips and outings during school holidays and vacations.
2. Initiates and supervises summer programs for youth and families
3. Attends Community Center run sporting events
4. Attends and helps implement events such as, Egg Hunt, Tree Lighting, Parades, Trunk or Treat
5. Seeks out and implements new programming for the community. (i.e.; bus trips, social gatherings, holiday events)
6. Provides general assistance to the LCC team and works on special projects as assigned.

## WORK ENVIRONMENT

Jobs are performed in a variety of work environments ranging from an office setting/indoor activity space to the athletic field to urban/rural settings for special field trips. Operates office equipment and handles various program equipment/supplies. In frequent contact with the general public, working directly with young people and adults.

## PHYSICAL REQUIREMENTS

While minimal physical effort is required to perform the duties under typical office conditions, moderate physical effort is required. The varied demands of the job require a high energy level and ability to multitask. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

## RECOMMENDED MINIMUM QUALIFICATIONS

- Experience in a supervisory position with very strong interpersonal skills and working with community organizations providing similar services is preferred.
- 1-3 years' experience working with young people in sports/games/crafts.
- Experience a/o a strong interest in developing programming for youth and families
- Familiarity with the community and its resources is a strong plus.
- Valid driver's license required.
- Strong organizational skills
- Training in first aid, CPR,

### Position Type/Expected Hours of Work:

This is a 35 hour a week position. (10am-5:30pm) ½ hour lunch. Occasional evening and weekend work is required. When this occurs, you will adjust your hours accordingly within the same pay period.