



Job Description

Position: Assistant Director, Youth Center
Primary Location: Milford Youth Center
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Youth Center Director
Description Updated On: September 17, 2021

Summary/Objective

The Assistant Director position will support the Milford Youth Center's mission of providing a safe environment that promotes self-esteem, builds character, and fosters the notion of community and the importance of respecting and serving others. The Assistant Director is responsible for assisting the Youth Center Director in planning, coordinating, and administering the registration of participants in a range of department-sponsored recreation programs and special events for people of all ages. Employee is required to perform all similar or related duties.

Essential Functions

- Assists the Director in the planning and coordination of the development of a wide range of sponsored recreational programs and special events at the Youth Center which includes program registration, recruitment of personnel, and directing employees and volunteers (After School, Summer Camp and Rental Programs).
- Assists with grant research, application, and administration.
- Performs outreach and marketing to outside agencies to increase participation levels.
- Assesses the needs of residents; develops and implements programs designed to meet those needs; evaluates program participation and success.
- Helps plan and attend occasional weekend events/fundraisers.
- Participates in community groups that align with Youth Center mission.
- Attends occasional Town Meetings including Youth Commission, Finance, Select Board, etc. when necessary.
- Coordinates rental program, including preparation and facilitation (contracts, insurance, payment, scheduling, etc.)
- Coordinates program and rental staff scheduling and payroll.
- Inputs and tracks data into computer.
- Works in partnership with Milford Youth Center Director.

Required Qualifications, Education, and Experience

Bachelor's Degree preferred; a minimum of two (2) years of related work experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities

to perform the essential functions of the job.

First Aid and CPR/AED Certification required. As a condition of employment, the employee must successfully pass a background check and be CORI certified.

Preferred Qualifications, Education, and Experience

- A background in food safety and nutrition background is desired.

Knowledge, Skills & Abilities

- Working knowledge of management and administrative principles and practices (familiar with Microsoft Office, Excel and Publisher). Working knowledge of management and administrative principles and practices (familiar with Microsoft Office, Excel and Publisher).
- Proficient oral and written communication skills (bilingual skills desirable - Spanish and Portuguese); cultural sensitivity a must. Proficient customer service skills.
- Ability to establish and maintain effective working relationships and patience with department staff and the public. Ability to complete multiple tasks in an organized and timely manner. Maintain a flexible, adaptable, and respectful demeanor at all times.

Physical and Mental Job Requirements

- Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. The employee is required to lift, push, or pull objects such as office equipment, books, photocopy, and computer paper.
- Use of and/or subject to:
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

Employee performs essential functions both in a municipal office setting subject to frequent interruptions, as well as outdoors at recreation activity sites where the employee is subject to loud noises and weather conditions.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time hourly employees work 40 hours during a Monday through Friday workweek. However, the individual is expected to work as required to complete the duties of the position; the employee may be required to work beyond normal business hours to attend department activities and/or special events.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____