



Job Description

Position: Youth Center Director
Primary Location: Milford Youth Center
Employment Status: Full-time, Salaried, Exempt
Reports To: MYC Board
Description Updated On: November 10, 2021

Summary/Objective

The Youth Center Director is responsible for the planning, coordinating, and administration of 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. The employee supervises numerous full time and part time staff and seasonal employees and volunteers.

Essential Functions

- Plans, coordinates, and participates in the development and coordination of a wide range of department sponsored recreation programs and special events which includes program registration, recruitment of personnel, and directing seasonal employees and volunteers.
- Manages morning, after school, summer camp and youth center rental programs.
- In conjunction with the Finance Department, Town Engineer, and other parties, develops and implements strategic plan and capital asset plan for the Youth Center; communicates with local businesses, engineers, architects, and contractors for grant -awarded and donated projects.
- Develops and manages annual department budget.
- Writes grants and plans and coordinates fundraisers with the approval of the Youth Commission Board; coordinates space, books entertainment, markets events, and delegates tasks for fundraisers.
- Represents the department as a liaison to community groups.
- In conjunction with IT Department, is responsible for the implementation of technology upgrades for the department.
- Supervises youth 8 – 18 and facilitates educational, leadership and fitness programming.
- Receives and responds to inquiries from the public either in person, email, or via telephone regarding department programs and services; takes messages and refers inquiries to department staff for appropriate response.
- Provides assistance to other department staff as required.
- Maintains and updates the department's web site.
- In coordination with the HR Director, recruits and hires all full- time and part-time staff.
- Designs program pamphlets and other department materials.
- Conducts risk assessment and hazard checks for various department sponsored activities to ensure that programs are run in a safe manner.
- Processes payroll for all staff.

Required Qualifications, Education, and Experience

Bachelor's Degree with a minimum of three (3) years 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. Must successfully pass a background check and be CORI certified.

Knowledge, Skills & Abilities

- Working knowledge of the use and application of office equipment and office software including word processing and spreadsheet applications in support of department operations. Knowledge of basic bookkeeping practices and business mathematics. Knowledge of department programs and activities.
- Proficient organizational skills as well as written and oral/public speaking communication skills. 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.

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.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-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
 - Make decisions that have an impact on the health and wellbeing of Milford youth
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in both an office environment and recreational environment 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 a salaried basis.

- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 40 per week are required.

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_____