



Job Description

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

Summary/Objective

The Program Coordinator 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 Program Coordinator 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

- Coordinates and plans individual activities for all after school and summer camp programs.
- Assists with grant research, applications, and tracking/administration of additional programs. Researches needed equipment and supplies for potential after school or summer camp programs. Tracks grant requirements and performs other administrative duties as needed.
- Performs outreach and marketing to outside agencies to increase program participation levels.
- Coordinates with schools to present programming to students; sends program calendars, and event fliers to police, radio, schools, and Milford TV; evaluates program participation and success.
- Onboards and oversees up to 300 volunteers; administers background checks in conjunction with HR and performs general administration for same.
- Assists in the planning and attends occasional weekend events/fundraisers.
- Participates and networks with local community groups that align with Youth Center mission to increase MYC visibility and address community issues for the populations served.
- Coordinates state-funded meal program for both summer camp and after-school program participants, including ordering, preparation, facilitation and tracking.
- Enters and tracks program registration, volunteer and donation information, and grant data into computer.
- Requests purchasing supplies for after school programming and summer camps and tracks these items to stay within program budget.
- Works in collaboration with and under the direction of the Milford Youth Center Director.

Required Qualifications, Education, and Experience

High school diploma or equivalent with 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

- Bachelor's Degree preferred
- Food safety and nutrition background desired.
- Previous experience working with a diverse group of youths, ages 8 – 18.

Knowledge, Skills & Abilities

- 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 and maintain a flexible, adaptable, and respectful demeanor at all times.

Physical and Mental Job Requirements

- Some physical demands are required to perform the work, 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
 - 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 an impact on the health and wellbeing of Milford youth.
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

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

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. Employee may be required to work beyond normal business hours in order 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_____