



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Youth Activities Coordinator	Job Category:	Child Watch
Department/Group:	ESPRCC	Supervisor:	Assistant Directors
Location:	ES Community Center	Date Closing	5/14/2025
Level/Salary Range:	E Starting at \$18.01/hour	Position Type:	Part-time

The Youth Activities Coordinator will work with all ESPRCC Divisions to oversee youth activities in areas of recreation, fitness, after-school programs, and leisure programs in the community. The Youth Activities Coordinator will monitor the care and maintenance of any equipment and facilities being utilized in the community. This position also oversees the Child Watch area of the Center. This Coordinator is responsible and accountable for assisting with assigned departmental activities and events, also responsible for training and managing all child watch activities.

Responsibilities:

1. Assist all ESPRCC Divisions to direct, plan and oversee all youth activities/programs.
2. Programs developed through teamwork should work to fill all gaps in service for youth.
3. Communicate with community members to determine their needs and interests.
4. Research sport, camp and recreation programs, funding sources.
5. Gather, track, and maintain progress of activity program and prepare monthly, quarterly, and annual reports to division leaders.
6. Maintain program equipment, tools, and supplies.
7. Supervise activities and enforce rules and guidelines for staff and participants as needed.
8. Ensure a variety of sport, recreation and cultural programs are planned and implemented for youth.
9. Evaluate the effectiveness of programs and identify areas where new programs are needed.
10. Recruit, train, supervise and lead youth activities and oversee volunteers.
11. Assist with and facilitate local involvement in regional and territorial programs and competitions.
12. Assist in preparing the program budget reports.
13. Assist with registration processes.
14. Promote programs in order to ensure that residents are aware of available opportunities and activities through different community outreach strategies.
15. Supervise part-time associates in Child Watch in a responsible and professional manner.
16. Manage and maintain training/certifications and payroll of Child Watch staff.
17. Plan and organize staff meetings to ensure consistent communications, directions and accountability.
18. Ensure a culture of inclusion that builds and celebrates diversity within ESPRCC and the community.
19. Develop and manage Child Watch budget to include supplies, special events, equipment needs, and other related programs while demonstrating sound fiscal management skills.
20. Follow Child Watch policies and procedures along with ES Community Center emergency procedures.
21. Other duties as assigned.



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Qualifications:

1. Must be at least 18 years of age.
2. Must be able to reflect a positive image and attitude.
3. Must have ability, desire, and basic skills to work with children.
4. Must have the ability to relate to people on all levels in a friendly and consistent manner.
5. Sensitivity to individuals representing a variety of family, cultural, and socio-economic backgrounds.
6. American Red Cross certification testing will be provided by the ES Community Center every 2 years.
 - First Aid
 - CPR/AED for the Professional Rescuer OR Adult/Child/Infant CPR and AED
 - Administering Emergency Oxygen

Skills:

1. Strong customer service skills.
2. Ability to follow written and verbal instructions.
3. Ability to establish and maintain effective working relations with coworkers and the public.
4. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
5. Ability to establish good working relationships with public, subordinates and supervisors.
6. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to demonstrate a strong commitment to patron services.
8. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment.
9. Ability to work nights and weekends with irregular work hours.
10. Exposure to communicable diseases and bodily fluids.
11. Position may require bending, leaning, kneeling, and walking.
12. Knowledge in all aspects of job and department operations; maintains high quality of work; follows health and safety guidelines.
13. Positive Attitude -Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
14. Constant Development -Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.
15. The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job.
16. While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday.
17. The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required.
18. The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.