

Town of Bucksport

JOB DESCRIPTION

TITLE: Youth Program Coordinator

QUALIFICATIONS:

1. Bachelor's degree in Child Development, Physical Education or related field or the equivalent in training and work experience.
2. Proficiency in key boarding and computer publishing programs
3. Excellent oral and written communication skills

REPORTS TO: Bucksport Recreation Director

JOB GOAL: To provide recreational services under the Challenging Choices Program and intervention services under the Bucksport Youth Diversion Program

Hours: 40 hours per week

PERFORMANCE RESPONSIBILITIES:

1. Maintains youth programs in accordance with program policies and grant guidelines.
2. Develops and schedules after-school activities.
3. Manages program budget.
4. Manages the Youth Advocacy Program under the Healthy Maine Partnership Grant.
5. Performs and schedules Diversion program activities and services.
6. Recruits, supervises, and orients group leaders for after school activities.
7. Recruits youth and adults to participate in Program Advisory Groups and manages group functions.
8. Manages Diversion Program Advisory Council.
9. Manages and complies with grant reporting requirements.
10. Organizes community events.
11. Manages telephone requests from community members.
12. Manages bus transportation in conjunction with Bucksport School Department.
13. Markets youth programs through press releases and media events.
14. Performs such other tasks and assumes other responsibilities as the Recreation Director may assign.