

Evansville Youth Center (EYC) Coordinator Position Description

General Statement of Duties:

The EYC Coordinator is responsible for the operations of the EYC under the direction of the EYC Director.

Distinguishing Features of the Position:

The coordinator works constantly with students and should feel comfortable monitoring students by inviting students to participate in games, accepting help from students with activities, and directing students in a positive manner. This position may require after hours work as needed for special events and attending occasional board meetings. Typical hours and days are Monday through Friday from 2:45 pm to 5:30 pm while school is in session. This position is appointed by the City Administrator or designee and reports to the EYC Director. This position is hourly and non-represented.

Examples of Work (illustrative only):

Youth Programs:

- Assist with onsite staffing at the Youth Center and other scheduled programs. Assist and provide staff guidance for Youth Center volunteers.
- Maintain safe, clean, & secure environment at the Youth Center.
- Advise Youth Center Director on facility and program needs. Assist with planning, development, organization, and implementation of Youth Center onsite programs and activities.
- Assist with marketing, promotions, and public relations of programs.
- Assist with fundraising activities for the Youth Center.
- Prepare snacks and crafting projects. Assist with cleanup.

Communication:

- The position requires verbal and written communication skills with the ability to effectively communicate with and to work well with students, other employees, volunteers, and members of the community.
- Perform general clerical assignments such as mailings, documentation, filing, and written monthly report.

Miscellaneous:

- The position functions with a great deal of independence.
- Strong organization, problem solving skills, and demonstrate good judgment.
- Exhibit cheerful and friendly attitude and show respect and concern for others.
- Other similar duties as may be assigned consistent with the organization and operation of EYC programs.

Work Environment:

Works primarily inside the EYC building. Activity areas within the building include pool table, air hockey, video games, lounge area, kitchen and more. This position may have to

operate or assist students operating an oven and stove making snacks. This position may also have to work outside monitoring students playing outdoors. Occasionally this position may chaperone students on a field trip or walking to other community locations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to see and hear the children being monitored. The employee is occasionally required to walk, sit, and talk, or hear. The employee may be required to lift, pull and/or move up to 25 pounds infrequently and for limited periods.

Selection guidelines:

Formal applications, rating of education and experience, and an interview and reference check. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the EYC Coordinator does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee on July 7, 2011
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