

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

YOUTH CENTER SITE MANAGER

QUALIFICATIONS:

- (1) Experience in working with adults and youth in a recreational environment.
- (2) Minimum of two years of college experience, or 3 years working in recreation.
- (3) CPR and First Aid certification, or be willing to obtain within 6 months of employment.
- (4) Completion of thirty (30) hours HRS training required.
- (5) Good physical health.
- (6) Resident of Flagler County preferred.
- (7) Director's Credential

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of recreational programming and league development for children, youth, and adults. Ability to implement, operate and supervise programs. Ability to establish and maintain positive relationships with staff, participants, and parents. Good oral and written communication skills. Basic mathematics skills.

REPORTS TO:

Flagler County Youth Center Director

JOB GOAL

To assist in providing an effective and successful Roller Hockey programs, to Flagler County Residents, in accordance with rules and regulations.

SUPERVISES:

Roller Hockey officials, time keepers, coaches, participants, and fans.

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage all activities of the Flagler County Youth Center's Roller Rink.
- * (2) Plan and implement Roller Hockey Leagues and Roller Rink activities.
- * (3) Supervise use of Roller Rink and Youth Center as needed.
- * (4) Meet coaches, participants, parents of children, and enroll everyone in programs, collect fees and maintain all records related to operation of Roller Rink.
- (5) Supervise facility set-up and clean up for daily activities.
- * (6) Supervise and report on general condition of all areas used by Roller Hockey programs.
- (7) Maintain a warm, friendly, yet objective relationship with participants, parents, children, district personnel and Flagler County Youth Center Staff.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

YOUTH CENTER SITE MANAGER (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Student & Community Engagement