

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

YOUTH SERVICES SPECIALIST

QUALIFICATIONS:

- (1) Experience in working with adults and youth in a recreational environment.
- (2) Associate's Degree or higher. Can be substituted with 5 years of recreational experience.
- (3) CPR and First Aid certification, or be willing to obtain within 6 months of employment.
- (4) Resident of Flagler County preferred.

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.

REPORTS TO:

Youth Services Site Manager

JOB GOAL

To assist in providing an effective and successful Youth Services program, to Flagler County Residents, in accordance with rules and regulations.

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with all activities on assigned Youth Services Site.
- * (2) Plan and implement various activities benefiting Flagler youth.
- * (3) Assist with program enrollment, collect fees and maintain all records related to operation of assigned Youth Services site.
- (4) Coordinate facility set-up and clean up for daily activities.
- * (5) Report on general condition of all areas used by Youth Services.
- (6) Maintain a warm and friendly environment for youth.
- (7) Build relationships with participants and their families to strengthen and promote social and emotional growth.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently and/or up to 10 pounds of force 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 SERVICES SPECIALIST (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: 5

Salary Lane: Support PEZ

Approved: 10/19/2021