

CONEJO RECREATION & PARK DISTRICT

Job Title: Teen Services Director

Division: Recreation & Community Services

Summary:

Under general supervision, organizes, develops, directs, supervises, and conducts teen recreation programs and services; manages the operation of the teen center facility, and provides highly responsible and technical leadership in developing a comprehensive teen services program, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Manages the operation of the teen center.
- Plans, organizes, develops, supervises, and coordinates the implementation of recreation and social service programs specifically targeting teens.
- Establishes effective relationships with the Advisory Council, school and city officials, law enforcement, social service providers, and the general public to coordinate, evaluate and formalize program development.
- Develops and administers unit budget and Advisory Council financial account.
- Prepares publicity materials and makes presentations to community groups and schools to promote participation in the center's activities.
- Prepares and maintains a variety of records, reports and correspondence.
- Projects needs and recommends program equipment acquisition.
- Schedules, supervises, trains and evaluates staff and contract instructors in the conduct and supervision of programs and activities.
- Plans, develops and conducts field trips to areas of special interest to teen recreational groups.

Other Duties and Responsibilities:

- May transport participants to activities.
- Inspects activity areas and instructs recreation and service programs.
- Ensures the requisition of supplies and materials, maintenance of inventory and control of their use.
- Coordinates center activities and services with other District units and outside agencies.
- Participates in special events planning.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree with emphasis in Recreation or a closely related field; four (4) years experience in group recreational activity leadership with at least two (2) years working with teenagers; supervisory experience, program planning and administration, and interagency relations experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate with teens and adults, present information in oral and written form, and to respond to questions from managers and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and monitor budgets. Ability to compile and interpret statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

California Driver's license with ability to obtain Class II designation. CPR and First Aid certificate within 6 months. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

Directly supervises several employees including subordinate supervisory staff and additional contract instructors. Is responsible for the overall direction, coordination, and evaluation of Center. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions; risk of electrical shock. The noise level in the environment is loud.

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. *

While performing the duties of this job the employee is regularly required to talk or hear; frequently required to stand; sit; use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to lift up to 25 pounds. Vision requirements include those required for driving.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Teen Serv. Dir
JD3003 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.