**Lafayette Recreation Youth Programs Coordinator – Job Description**

The Youth Programs Coordinator works under the direction of the Parks & Recreation Director and shall carry out the policies established by the Lafayette Recreation Committee.

The duties of the Youth Programs Coordinator include:

**Coordinating and overseeing the Summer Program**

Lafayette Recreation’s Summer Program operates for seven weeks. The program enrolls children entering grades 1-7 and adventure program for children entering grades 7-9.

The Youth Programs Coordinator is responsible for the hiring (with a sub-committee) and training of the summer staff, as well as scheduling, maintaining safety standards and managing transportation of children.

**Youth recreational sports teams**

The Youth Programs Coordinator manages three sports seasons for children from kindergarten through 6th grade. Responsibilities include enrolling participants and collecting fees; recruiting volunteer coaches; scheduling games and tournaments (in collaboration with coaches); recruiting officials; ordering, dispersing, and collecting uniforms; and communication with parents, coaches, players, officials, and other teams/recreation departments.

These include:

**Soccer** (Fall) – The soccer program runs from the end of August to the end of October and includes hosting the annual Halloween Cup tournament.

**Basketball** (Winter) – Basketball begins in late November (depending on the coaches’ inclinations) and continues to February vacation.

**Baseball/softball** (Spring) – Spring sports begin in April (often starting with indoor practices) and run through the end of the school year

**Additional responsibilities:**

* Attend and participate in monthly Recreation Committee meetings
* Maintain accurate records of attendance, payments, and incident reports
* Consider the needs of the three communities and present new innovative ideas
* Ensure a safe and healthy environment for staff, volunteers, and participants
* Assists with recreation department events

**Qualifications:**

* Knowledge of modern recreation practices and procedures
* Ability to establish and maintain effective working relationships with other towns, departments, employees, the media and general public
* Possess a valid driving license
* Pass a background check

**Summer Rec – 650 hours**

**Soccer – 180 hours**

**Baseball/softball – 150 hours**

**Basketball – 150 hours**

**Administration – 50 hours**

**Total hours - 1180**

From mid-June to mid-August this position is full-time (40 hours a week) and the remainder of the year is part-time averaging 15 to 20 hours a week.