

**I. Position**

Youth Activities Coordinator (5.4)

**II. Related Titles**

Director of Childrens' Programs

**III. Job Summary**

Design, develop and implement programs for members' and guests' children.

**IV. Job Tasks (Duties)**

1. Hires, trains, supervises, and evaluates childrens' program staff as needed
2. Plans and monitors activities
3. Prepares weekly activity reports as required
4. Prepares monthly financial reports relevant to the program; recommends corrective action strategies, if necessary, to help assure that budget goals are met
5. Works with parents to plan and evaluate on-going educational and entertainment programs
6. Provides quality service to all members and staff
7. Completes payroll timesheets for staff
8. Organizes and plans birthday parties for the member's children
9. Produces children's communications for members including the monthly childrens' schedule

**V. Reports to**

Social Activities Manager

**VI. Supervises**

Children's Program Associate