



**Position Title:** Youth Center Director  
**Organizational Level:** Manager/Director  
**Duration/Status:** Regular, full-time (32-40 hours per week). This position is not exempt from overtime.  
**Pay:** Negotiable, DOE  
**Requirements:** Must pass background check and drug screening upon hire.  
**Submission Detail:** Letter of interest, resume, and completed application to davidw@ncrdnehalem.org

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **General Description**

Under general direction, the **Youth Center Director** is a supervisory/management level position responsible for creating an enriching and safe environment for kids by ensuring adherence to policies and program standards of the District. These activities include youth sports, recreation activities, care programs, camps, family programs, parties and special events. Key role in developing staff teams, working with volunteers, members, parents and community groups. Must be able to create programs that are age-appropriate, safe, and foster self-esteem, good sportsmanship, tolerance and wellness.

### **Supervision Received/Exercised:**

Receives general direction from the Executive Director. The incumbent exercises direct supervision over volunteers and assigned staff.

### **Essential Functions:** *(include but are not limited to the following)*

1. Create and maintain a child-safe environment in all programs.
2. Supervise staff and programs in and outside of the District (including youth sports, after school care, youth enrichment programs, day camp).
3. Measure impact with each program area through surveys to and direct communication with family members to ensure the greatest possible outcomes for our community.
4. Develop curriculum and experiences, and collaborate with other departmental directors on shared classes, projects, programs and special events for youth to thrive.
5. Meet with and develop positive relationships with key community groups, parents, volunteers, staff and patrons.
6. Develop and manage budget and accounts for all Youth Center programs.
7. Explore and develop new programs and ideas to further serve our community.
8. Recruit, supervise and evaluate all youth staff/volunteers.
9. Participate in public relations activities.
10. Develops plans and organizes fund-raising, promotions and special events; identifies grant opportunities; seeks donors and sponsors.
11. Ensures current education, training and state certifications of all child care and youth program staff, including First Aid and CPR training.
12. Performs other related job duties as assigned.

**Qualifications:** *(The following are minimal qualifications necessary for entry into the classification.)*

- Bachelor's Degree in recreation, psychology, child development, education or related field
- Satisfactory combination of education and experience can be substituted for degree
- Current First Aid, CPR/AED, and Oregon Food Handler's License or ability to obtain within 6 months of hire
- Possession of a valid driver's license and reliable transportation is required.
- 1-3 years' experience in supervising staff in a team environment
- 1-3 years experience in services for children

**Knowledge/Skills/Abilities:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

1. Demonstrated leadership experience including planning, organizing, budgeting, scheduling, supervision of personnel and evaluation of youth programs and services.
2. Demonstrated ability to plan and implement a variety of education and recreation programs for children (Grades K – 5) and youth (Grades 6+).
3. Knowledge of child education methods and practices.
4. Knowledge of Child Abuse Reporting requirements.
5. Demonstrated willingness to participate in ongoing training, education, and certification.
6. Demonstrated interpersonal skills and ability to work with public.
7. Demonstrated initiative yet able to take direction.
8. Good communication skills both written and oral.
9. Demonstrated attention-to-detail, trustworthiness, dependability and a strong work ethic.
10. Ability to maintain strict confidentiality.
11. Ability to pass the required background check and pre-employment drug screening.

**Physical, Mental, and Environmental Working Conditions:**

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, negotiating stairs and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing and ability to listen to children while providing instruction. The need to lift children and lift, drag and push files, paper, and documents weighing up to 40 pounds is also required. This position may require travel in a personal vehicle.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.

I have received a copy of this job description.

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Signature

Date



## Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

<b>APPLICANT INFORMATION</b>			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State    Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO    If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please request Veterans Preference Form.			

<b>EDUCATION/PROFESSIONAL CERTIFICATIONS</b>			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

<b>REFERENCES – Please list three professional references.</b>	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

<b>PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY</b>		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>DISCLAIMER AND SIGNATURE</b>	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

**Pre-employment substance screening may be required.**

**American with Disabilities Act accommodations will be provided upon request.**

**North County Recreation District is an Equal Opportunity Employer**



**RELEASE AND WAIVER**

Applicant's Name	Date
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**Important: Please read carefully and initial each paragraph before signing.**

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: \_\_\_\_\_

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: \_\_\_\_\_

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: \_\_\_\_\_

<b>I have read, understand, and agree with all the above statements.</b>	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>