



Lead Activities Coordinator Job Description

Pay: \$24.68 - \$27.73 per hour

Position Summary

The Lead Activities Coordinator is responsible for planning and ensuring the implementation of safe, engaging and positive programming for students in grades K-12. This role ensures that all activities align with The Zones' mission to provide enriching, safe and inclusive experiences for youth.

Position Description

Reporting directly to the Chief Operations Officer and working in collaboration with leadership staff, the Lead Activities Coordinator serves as the primary architect of engaging youth programming. This role is responsible for developing and implementing positive, high-energy activities across The Zones' five core areas of focus: Academic, Athletic, Creative Arts, Health & Wellness, and Life Skills & Workforce Readiness.

Key Responsibilities

- Plan, organize, and lead a diverse range of activities, including STEM, arts and crafts, physical education, and technology lab programming
- Design activities that are inclusive, age-appropriate, and adaptable to varying skill levels
- Supervise youth to ensure safety, positive behavior, and active engagement
- Maintain supply inventory and work within provided budgets
- Create a structured, welcoming environment that promotes teamwork, creativity, and confidence
- Lead, support, and model best practices for assistants or volunteers
- Follow all safety policies, procedures, and emergency protocols
- Set up, organize, and maintain activity spaces, equipment, and supplies
- Document activities and track participation and engagement levels to evaluate effectiveness

Qualifications

- Experience working with children or youth in a group setting
- Strong leadership, organization, and communication skills
- Ability to manage groups and address behavioral challenges using positive guidance

- Knowledge of youth development and inclusive practices
- CPR/First Aid certification (or willingness to obtain)
- Ability to work flexible hours, including afternoons and early evenings

Preferred Skills

- Experience in after-school, camp, or community-based youth programs
- Experience planning STEM, arts, physical education, or technology-based activities

Work Environment

- Active, hands-on role involving standing, walking, and participating in activities
- Indoor and outdoor settings, including gym spaces and technology labs
- Fast-paced, child-centered environment