



Seasonal Summer Activities Coordinator

Job Description

Pay: \$19.50 - \$21.73 per hour

Schedule: Monday through Friday, June through Mid-August.

The Activities Coordinator reports to the Director of Operations and is responsible for coordinating and leading youth activities while serving as an advocate for empowering youth.

Position Description

Plan and lead a variety of activities within a defined curriculum, including art, athletics, academics and life skills.

Key Responsibilities

- Effectively plan and lead programs, services and a variety of activities for members. Research age-appropriate activities to lead during programming.
- Create an environment that facilitates the achievement of positive youth development.
- Promote and encourage program and activity participation.
- Provide guidance and role modeling to members. Focus on maintaining a safe, positive atmosphere for all youth. Exhibit a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children.
- Participate as an active, positive team member with supervisor, other staff, volunteers and members at all times by communicating effectively.
- Complete program plans in a timely manner including new, fun and inviting program ideas for the designated areas.
- Follow all safety policies, procedures, and emergency protocols
- Plan and lead special programs and/or events at site.
- Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.
- Other duties as needed.

Qualifications

- Experience working with children or youth in a group setting preferred
- 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

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