



HAINES BOROUGH
POSITION DESCRIPTION

COMMUNITY YOUTH DEVELOPMENT DIRECTOR

DEFINITION:

The Community Youth Development Director is a part-time position working a flexible schedule. The purpose of the CYD program is to assist the youth of the Haines Borough to develop into socially responsible and capable citizens by providing opportunities for youth to take an active part in wholesome activities which will develop their individual and group capabilities and responsibilities. The CYD Director reports to the Borough Manager and serves as an ex officio member of the Parks and Recreation Advisory Committee. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES

- Organize the athletic events of the community youth development program.
- Develop long-range program plans with the Parks and Recreation Advisory Committee.
- Organize and coordinate student activities with various community groups, including volunteers and Borough physical education teachers.
- Announce and recruit for coaches and participants.
- Schedule events and appropriate facilities, and arrange and for home and/or away games.
- Plan and coordinate with school year use of facilities for track, basketball, soccer, little league, rifle club, archery, and flag football.
- Schedule use of high school gym for practices, and deal with any issues that arise with use.
- Oversee registration for program activities, including the preparation and distribution of registration forms, and the acceptance of registration forms and fees.
- Make arrangements for participant physicals, including sending notices for physicals.
- Coordinate travel: Check eligibility for travel and send eligibility notices to parents. Generate database for travel notices.
- Oversee equipment storage.
- Keep Borough van in good condition and available for youth activities.
- Assist in the promotion of community youth events, including the Paul Potter Basketball Tournament.

EXAMPLES OF DUTIES (cont.)

- Oversee fundraising, including seeking and applying for grants.
- Assist with awards ceremonies: Print awards for participants and coaches. Help set up for awards ceremonies.
- Other duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have a high-energy level, a strong desire and an ability to work effectively and considerately with people of all ages.
2. Must have knowledge of a wide-range of sports and athletic events.
3. Ability to operate computer word-processing programs.

MINIMUM EMPLOYMENT STANDARDS

1. High school diploma or equivalent.
2. Must possess a valid Alaska Driver's license and a responsible driving history for transporting children.
3. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance or crouch.
4. The employee must be able to lift a maximum of 50 pounds.
5. Some travel required.