

Litchfield Community Center, Inc.

Program & Activity Coordinator for Children, Teens & Family

Job Description

As an employee of the Litchfield Community Center, Inc. and with the guidance, supervision, and collaboration of the Executive Director and fellow staff, the duties and responsibilities of this position are assisting and/or having direct responsibility for:

- The planning and coordination of a wide variety of educational, recreational, and enrichment opportunities offered at the Community Center.
- Consulting, interacting, and partnering with residents, community groups, schools, and organizations to determine local needs and interests and develop programs and activities with this knowledge base, with primary focus on Children, Youth, and Family.
- Work a flexible schedule, including evenings and weekends as needed, based on the scheduling and operational needs of programs and activities, with consideration given to providing accessible opportunities that best serve children, youth, and families within the community.
- Serve as a primary on-site event lead for children and family events, overseeing event operations and ensuring programs and events run smoothly from setup through completion.
- Collaborate with co-workers, volunteers, and instructors to also provide programs and services to fulfill the mission of the Community Center.
- The creation of publicity materials including media releases, flyers, brochures, calendars, and public announcements, and coordinating the timely distribution and promotion of such materials through local schools, radio stations, community websites, email distribution lists, social media, and other community outreach channels.
- The registration and enrollment of participants for programs, activities, trips, events, and other Community Center offerings, including maintaining accurate participant information and processing applicable program and activity fees.
- The upkeep of accurate and, where applicable, confidential program and attendance records, administrative reports, financial and evaluation reports, mailing lists, and website information related to programs and activities.
- Represent the Community Center at community meetings, outreach events, school functions, and other public-facing activities as needed.
- Maintain supplies, equipment, and materials related to daily activities as well as the general operating needs of the Community Center's facilities. This may include the setup and breakdown of equipment for programs and activities and ensuring that the equipment is used and the activity is performed in a safe and respectful manner.
- The development and record-keeping of a program budget and the application process for specific grants and other financial resources to support goals, objectives, and plans.

- The recruitment, training, and supervision of volunteers and high school staff for various programs and events.
- The interpretation, explanation and application of Litchfield Community Center, Inc. policies, procedures, and regulations to all users and patrons of the Community Center building and property with exceptional patron service and welcoming community environment
- Performs other duties and responsibilities as assigned
- This employee may assume additional supervisory and/or managerial responsibilities when relieving the Executive Director

Knowledge/Skills/Abilities of qualified individual:

- Exemplifies the Litchfield Community Center, Inc.'s Mission and Core Values
- Gains an understanding and implements the policies and practices of this organization as outlined in the Employee handbook
- Appreciates and has the ability to establish and maintain effective working relationships with co-workers in a team-oriented environment. Also able to work independently as circumstances require.
- Is sensitive to and willing to work with patrons of all ages, as well as instructors, vendors, and general visitors to the Community Center.
- Is available to work, as needed, a flexible schedule that includes evenings, weekends, and occasional holidays.
- Is able to lift and move items up to 50 pounds without assistance
- Can carry out basic maintenance of facility and property areas including, but not limited to: trash removal, floor cleaning, counter & tabletop surface cleaning, washing of kitchen items, in preparation for, during, or at the conclusion of a program, activity, or event
- Possesses self-initiative, resourcefulness, sound judgment, and a positive community oriented disposition.
- Demonstrates strong problem-solving and decision-making skills, with the ability to respond calmly and effectively to unexpected situations, changing program needs, and day-to-day operational challenges.
- Demonstrates the ability to manage multiple projects from initial planning through implementation, evaluation, and follow-up.
- Demonstrates a commitment to continuous learning and professional development related to recreation, youth programming, community services, event management, and other responsibilities of the position.
- Demonstrates the ability to adapt programs and services based on participant feedback, community needs, available resources, and changing circumstances.
- Proficient in organizational, oral, written, and listening skills.
- Possess or have the capacity to learn technical skills, including but not limited to: Google Suite (Docs, Sheets, Slides, Forms), Canva, Zoom, Social Media Platforms (Facebook, Instagram, etc.), Constant Contact, and Registration Platforms.

Minimum requirements:

- Bachelor's degree in recreational services, social services, or related field required
- High School Diploma
- Any combination of additional education, training, and experience that has provided the required knowledge, skills, and abilities may be qualifying. · Minimum 3 years of commendable work experience in the fields of recreation, community services and/or education preferred.
- Valid CT Driver's License
- Possession within 90 days of employment and the continued maintenance of certifications in CPR/First Aid, Public Service Driver's License endorsement, a Food Service Handler License, and TIPS Training (Training for Intervention Procedures) – course fees and registration provided by Litchfield Community Center, Inc.