



**Position Description**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Youth Services Coordinator	<b>Department / Building:</b> District
<b>Reports To:</b> Director of Community Education	<b>FLSA Status:</b> Exempt
<b>Duty Year:</b> Varies	<b>Review Date:</b> 2/10/2026

**SECTION II: JOB SUMMARY**

SUMMARY: The Youth Services Director coordinates, leads, and supports student volunteer programs within the school and community. This role expands volunteer opportunities, increases student participation, and provides oversight for Youth Development and the LEO Club.

**SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Develop and coordinate
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**Tasks involved in fulfilling above duty/responsibility:**

- Plan and coordinate student volunteer activities within the school and community
- Recruit, interview, and place student volunteers with appropriate community partners
- Serve as coordinator for all LEO Club activities
- Manage partnerships and activities with the Pine Area Lions Club
- Coordinate, lead, and supervise student community service and volunteer activities
- Meet with students, staff, and community members during school hours, evenings, and weekends as needed.:
- Support for community fundraisers and events
- Food shelf and goods collection drives
- Service projects for community members in need
- Set-up, serving, and clean-up for school and community activities

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Supervision Responsibilities
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**Tasks involved in fulfilling the above duty/responsibility:**

- Serve as the student supervisor for events and activities.
- Works on a limited basis during the school day (approximately 1–2½ days per week)

- Attends student activities outside the school day (1–2 evenings per week)
- Attends weekend activities as needed (approximately 1–2 times per month)

**Perform other duties as assigned or requested.**

#### **SECTION IV: ESSENTIAL KNOWLEDGE, SKILLS, AND REQUIREMENTS**

- Successful completion of a background check
- Strong communication skills
- Ability to organize, evaluate, and improve programs
- Ability to create and implement new programming
- Ability to work independently and as part of a team
- Knowledge of youth development and volunteer engagement
- Strong problem-solving and conflict-resolution skills
- Ability to use computers, software, and office equipment
- Strong attention to detail and accuracy
- Ability to manage multiple projects and deadlines
- Effective supervision of students, activities, and facilities
- Ability to work respectfully with individuals from diverse backgrounds
- Enjoy working with youth and community members of all ages
- Willingness to work evenings and weekends
- Advises and makes recommendations to district administrators or committees concerning education and parenting needs.
- Ability to work purposefully, confidently, and independently within the authority and responsibility parameters of the position with minimal supervision.
- Strong rapport with high school students
- Ability to coordinate age-appropriate activities
- Positive presence in the school and community

#### **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Associate degree or higher preferred
- Lions Club membership

#### **SECTION VI: EXPERIENCE REQUIREMENTS**

- Prior volunteer or youth-focused experience preferred

#### **SECTION VII: ESSENTIAL COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District's mission, vision, and values and to the service of all department stakeholders in a caring and timely manner.

- Performing assigned responsibilities consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Effective & Efficient Operations.

## **SECTION VIII: NOTICES**

### **Notice of Nondiscrimination**

Pine City School District 578 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 578 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Dr. Cindy Stolp, Superintendent, at 320-629-4011.

### **Equal Employment Opportunity Employer Notice**

The Pine City School District 578 is an equal employment opportunity employer that applies veterans' preference during hiring in accordance with applicable laws and district policy. District 578 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

## **SECTION IX: PHYSICAL JOB REQUIREMENTS**

Physical Demands			
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)			
Physical		Exposure to Environmental	
Standing	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Varying weather conditions	N
Sitting	F	<b>Lifting/Carrying</b>	
Talking in person/on the phone	F	Up to 10 pounds	F
Pushing/pulling	O	Up to 25 pounds	O
Hearing	C	Up to 50 pounds	O
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>	
Climbing, balancing	O	Moderate noise (i.e., business office with printers, light traffic)	F
Stooping (bend at the waist)	F	Loud noise (i.e., many children laughing and playing, large earth-moving equipment)	f
Crouching, crawling, kneeling, squatting	O	<b>Sight</b>	
Stretching/reaching with hands and arms	O	Vision for close work/ability to adjust focus	F
Distinguishing smell	O	Looking at a computer monitor	F
Distinguishing temperature	O	Color vision (identify and distinguish colors)	F
Traveling by automobile	O	Peripheral, depth perception	F