

Youth Recreation Specialist

Dept/Div: Community Services and Recreation/Youth Recreation and Middle School Sports Programs

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled administrative support work coordinating the successful operation of youth recreation programs & community events to meet the needs of surrounding community areas, generating support financially and otherwise for programming sustainability, leading staffing efforts, maintaining various records, reports and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Facilities & Middle Schools Athletics Coordinator. Programming supervision is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages, coordinates, plans, and supervises youth recreational activities, community events, and development operations.

Schedules, hires, supervises, evaluates, recruits, & disciplines staff, coaches, officials, & volunteers; trains staff on operations, procedures, & program policies.

Coordinates, networks and partners with local affiliations, associations, and surrounding communities to provide outstanding programs and activities; assists with special community events.

Creates and evaluates programming based on student and community needs while maintaining current trends.

Secures permits for facilities and program sites.

Attends and leads various meetings and committees.

Administers youth sports leagues and assists with summer camps maintaining daily records, scores, league standings, and rules; compiling proposals and final reports for all programs, events, and activities and evaluates the effectiveness of all services under youth recreation programs, making recommendations for modifications of service to Facilities & MS Athletics Coordinator

Assists with the purchasing of equipment and supplies for program needs while maintaining all inventory.

Provide information and production for all programs to be advertised through seasonal brochures, fliers, press releases, the website, and other social media and marketing efforts utilized by the district.

Formalizes league schedules, standings, rules, in accordance to league requirements.

Interacts with parents concerning disciplinary and other issues.

Assists with the facilitation of the program budgets.

Works in connection with district Activities Director, principals, coaches, and other staff.

Provides excellent customer services and responds to inquiries and complaints.

Ensures safety, proper training and supervision of youth programs and activities.

Negotiates and facilitates the successful completion of contracts and agreements with vendors.

Supervises on site cleaning, preparation, set up and takedown of recreational areas, fields, and sites.

Manages databases and spreadsheets, drafting documents, publishing and other related applications.

Plans the registration process for recreational programs and collects and accounts for fees for all participants.

Prepares weekly and/or monthly calendar of programs and activities.

In attendance or on-call whenever programs or services are running, regularly includes nights and weekends.

All other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of youth program planning and development procedures, practices and strategies; thorough knowledge of policies, procedures, methods and techniques used for assessing needs of people in the community through knowledge of public information and public relations techniques and procedures; thorough knowledge of school district policies, procedures, and philosophy regarding school boundaries; thorough knowledge of federal and state mandates and local procedures and regulations to youth activities and programming; thorough knowledge of standard accounting software; ability to make arithmetic computing using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental

accounting practices in maintenance of financial records; ability to work with and through other school personnel, parents and community agencies; ability to establish and maintain effective relationships with staff, administrators, community agencies, clients and general public.

Education and Experience

Bachelor's degree and moderate experience working in recreation activities or other student programming, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 09/08/2025