



**City of Marshfield  
Parks & Recreation Department**

**Youth Program Director  
Job Description**

**DESCRIPTION**

An employee in this position is responsible for directing a specific recreation program or activity (i.e. tennis, gymnastics, soccer, basketball, art) including planning, organizing, instructing, as well as assisting with coordinating facilities and equipment and selecting and evaluating staff.

**TASKS**

- Plan, organize, and instruct a specific recreation program
- Secure needed equipment through direct purchasing (upon approval), arranging with schools or working through supervisor
- Organize, inventory, maintain, and store all equipment in proper manner
- Develop written outlines for the program and submit to supervisor prior to beginning of the program
- Cancel and reschedule classes as applicable due to conflict (i.e. weather) notify office and participants of changes
- Monitor class attendance and participation through registration records
- Assist in planning for the future program expenditures by recommending equipment and other program changes
- Assist in staff selection where applicable
- Assume responsibility for staff scheduling, supervision, timesheets/payroll, and evaluation

**EXPERIENCE AND TRAINING**

Educational equivalent to graduation from high school. Ability to plan, organize, direct, and instruct a specific recreation program. Technical knowledge and ability of their specific area demonstrated by experience. The ability to effectively communicate to people of all ages.

**SUPERVISORY RELATIONSHIP**

Reports to Recreation Manager