

**SCHOOL DISTRICT OF FLAGLER COUNTY
JOB DESCRIPTION**

ASSISTANT DIRECTOR OF YOUTH CENTER

QUALIFICATIONS:

- (1) Experience working with youth in schools and community.
- (2) Such alternatives to the above as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public school policies and procedures. Excellent public oratory skills. Planning and organizational skills. Positive leadership skills which will enhance the purpose of the Youth Center. Must possess an ability to work cooperatively with a wide variety of people. Must understand the role of the public schools in light of the technological revolution taking place in America. Must be able to inspire others, lead when times are difficult, maintain a healthy, positive attitude about the future and be able to act decisively.

REPORTS TO:

Director

JOB GOAL

To assist the Director in supervision of the daily operations of the Youth Center.

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate schedules of all activities materials, equipment and supervision aspects of the total program.
- * (2) Plan and supervise programs for students after school.
- * (3) Coordinate the acquisition of equipment and supplies necessary to conduct a successful program.
- * (4) Coordinate the scheduling of activities to avoid conflicts and ensure the best use of facilities and other resources.
- * (5) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NEFEC VIEWING STUDENT DEMOGRAPHICS**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities
Job Description Supplement Code 14

SALARY LANE: PADZ