



Job Duties

Teen Center Rec Program Coordinator

1. Program:

- a. Design, implement, and oversee a wide variety teen-focused activities.
- b. Review and reserve appropriate spaces, facilities, and vehicles to support teen program.
- c. Be responsible for acquiring needed supplies, materials, and equipment.
- d. Perform periodic in-person visits to the Teen Center to observe staff, perform safety checks, and help promote and facilitate activities and programs.
- e. Purposefully design for and recruit underserved populations.
- f. Continually research and update teen program area for trends and best practices.
- g. Find innovative ways and activities to help increase teen center program revenue.
- h. Food Handlers permit required for all food activities.

2. Promotion

- a. Develop content teen centered programs and activities, proof, edit, and enter data for Park District catalogs.
- b. Help enter data and monitor for accuracy for online activity registration.
- c. Work with BIMPRD Marketing department to promote Teen Center activities and programs.
- d. Distribute fliers and other promotional materials to appropriate facilities and businesses.
- e. Create content and maintain accurate web and social postings, including photographs.
- f. Professionally represent BIMPRD within the community.

3. Leadership

- a. Help recruit, train, and manage employees.
- b. Help familiarize new employees with NOVAtime.
- c. Understand, update, and communicate safety expectations and emergency responses for Teen Center.
- d. Facilitate staff meetings for the Teen Center program.
- e. Attend Park District meetings as required.
- f. Support all BIMPRD seasonal events.

4. Responsiveness

- a. Provide information, participation reports, and other data as requested by supervisor.
- b. Maintain professional email and phone protocols.
- c. Maintain proficiency with software, systems, and office equipment within the Teen Center.
- d. Provide outstanding customer service.
- e. Respond quickly and appropriately to concerns and incidents within the teen program area.
- f. Work as a liaison between Park Services, Aquatics Facility Manager, and supervisor to address physical site issues.