TOWN OF CHESHIRE
POSITION DESCRIPTION

Position Title: Youth Program Coordinator Classification: TH-7

Department: Human Services Date: 9-25-2026

Position Objectives:

Under the direction of the Youth Program Supervisor, provides assistance in the daily operation and onsite supervision of the Yellow House and related youth programs, field trips, and special events.

Reporting Relationships:

Reports to: Works under general supervision of the Program Supervisor.

Supervises: Provides direct supervision to part-time personnel and volunteers as assigned.

Job Location and Equipment Used:

Work is performed indoors and outdoors on weekday, evening, and weekend programs. The position will require moving of small equipment with the use of dollies.

Essential Functions:

1. Provides highly organized and responsible assistance and support to the Program Supervisor in the planning, operation and supervision of the Yellow House facility and a variety of positive youth development programming.

2. Performance of duties will require working varied hours during the week, after-school, on weekend and evenings to supervise the Yellow House and related youth programs. Additional daytime office hours may be requested to assist the Program Supervisor with program planning and participant registration.

3. Serves as a role model and advocate for youth. Effectively facilitate and/or lead small and large groups of youth. Enforce policies and procedures established for staff and participants during the operations of the Yellow House facility and related programs.

4. Communicates effectively with youth and their parents. Participate in school and public outreach opportunities to increase our community presence and inform youth, parents and educators about our current programs.

5. Performs administrative tasks under the guidance of the Supervisor, such as answering phone calls and responding to emails, enter participant registration and demographic information, assist with and distribute seasonal newsletters and flyers for upcoming youth programs, update social media outlets, and coordinate with vendors for special events and trips as requested.

6. Maintains current certifications and willingness to attend trainings, workshops, and conferences for professional development.

7. Prepares indoor and outdoor areas of the Yellow House facility and program materials to accommodate scheduled events. Duties may include but not limited to taking out garbage, vacuuming, dusting and general upkeep of the facility before and after scheduled programs.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned by the Program Supervisor or Human Services Director.

Desired Knowledge, Skills and Abilities:

Knowledge of positive youth programming, developmentally appropriate group activities, games, and arts and crafts. Good knowledge of principles, practices, and techniques of program planning, needs, and evaluation.

Ability to support planning and coordination of programs and activities; compose correspondence, brochures, flyers and other informational documents; provide information to the public in person, by telephone, or through written correspondence where judgment, knowledge and interpretive skills may be required; establish and maintain effective working relationships with co-workers and members of the school and public. Ability to perform a variety of physical activities that may include walking, standing, running, throwing, swimming and lifting up to 40 lbs. etc.

Excellent time-management and organizational skills; outstanding communication, interpersonal and leadership skills; detail-oriented, efficient and a proactive problem solver.

Desirable Experience and Training:

Bachelor's Degree in Social Sciences, Education, or Recreation required with a minimum of one year's experience in the field of youth programs and activities, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Experience and Training:

A qualified candidate has a minimum of two years' experience in the field of youth program development or recreation, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Graduation from high school or equivalent is required with college-level coursework completed in Education, Recreation, Human Development, or related field preferred.

Background in youth services, education or recreation with previous supervision of part-time employees and/or volunteer personnel is highly desirable. Candidate must have work or life experience that demonstrates leadership abilities, a desire to work with and motivate young children and teens, and a personal commitment to the qualities of caring, honesty, respect and responsibility. Experience and interest in educational curriculum areas and leadership development highly desirable. Knowledge of the 40 Developmental Assets and positive youth programming required.

First Aid and CPR/AED certification is required, but may be obtained during the first 90 days of hire.