



## **Youth Activities Assistant Job Description**

**Department: Parks and Recreation**  
**Reports To: Community Center Director**

### **Summary**

The Youth Activities Assistant is under the direct supervision of the Community Center Director. The Youth Activities Assistant is responsible for coordinating and scheduling activities and programs targeted towards children and youth. The Youth Activities Assistant plans, organizes, implements, and monitors youth recreation programs, special events, and specialty classes; tracks and maintains all necessary records; participates in setup and take down activities for programs and events.

**Duties and Responsibilities** include the following:

- Must be able to work morning shift (8am – 12:30pm)
- Knowledge and working familiarity with computer programs, social media and office equipment.
- Ability to supervise children and youth.
- Ability to work unsupervised.
- Ability to maintain strict confidentiality
- Evaluate the effectiveness of programs and identify areas where new programs are needed
- Prepare financial/budget reports for programs
- Must be detail oriented, have a high energy level, and excellent organizational and record keeping skills.
- Must have great customer services skills in dealing with parents, children, and the general public on a daily basis.
- Perform other duties as assigned.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.

Full job description can be obtained from Cabot Parks and Recreation.