



Mark D. Campanella, Sr.
Superintendent of Parks & Recreation

**Town of Tonawanda Youth, Parks & Recreation Department
299 Decatur Road
Tonawanda, NY 14223**

**Recreation Attendant B Full Time Salaried
Youth Services Coordinator**

Minimum qualifications: A Bachelor's Degree in Education, Recreation, or related field; 2+ years experience working in a summer camp, afterschool, or similar type setting in a leadership role; current CPR and First Aid certification.

Preferred qualifications: Experience overseeing a summer camp, after school program, youth center, or other similar facility/programs and knowledge of NYS DOH regulations pertaining to these programs

- Oversee operation of the Jefferson Youth Center
 - Serve as building manager, communicating with Parks maintenance crews and Parks supervisor, Ken-Ton School District, Ken-Ton Closet, and Northmore Nursery School as needed
 - Manage day-to-day operations as well as major oversight such as policy, procedures, and budgets
 - Kids Club school year program runs 2:45-6pm Monday-Friday plus extended hours for early release days (12-6pm) and school holidays (8am-6pm)
 - Recruit, hire, schedule, train, oversee, and evaluate up to 30 staff
 - Communicate with participants, parents, and schools
 - Handle behavioral issues as necessary
 - Schedule, coordinate, and supervise off-site field trips and special events
 - Monthly billing for memberships
 - Monthly newsletter
 - Start up new Funland Preschool Play program for 2-5 year olds planned (as wrap-around program for Northmore Nursery School), which will run 12-2:30pm Monday-Friday
 - Summer Camp runs 7:30am-6pm for up to 10 weeks during summer
 - Recruit, hire, schedule, train, oversee, and evaluate up to 75 staff
 - Renew summer camp licensing through the Erie County Department of Health and ensure camp is following all state and local regulations
 - Communicate with participants, parents, and schools

- Handle behavioral issues as necessary
 - Schedule, coordinate, and supervise off-site field trips and special events
 - Weekly newsletter
 - Maintain CPR & First Aid certifications
 - Booking building for “Friends of Jefferson” access
 - Coordinate additional programming & events
 - Kids Night Out Series
 - Family Fun Night Series
 - Middle School Nights
 - Start Smart Move & Play
 - Start Smart Basketball
 - Mens Pick-Up Basketball
 - Community Movie Night
 - YES Enrichment Programs: Craft Club, STEM, Drama
 - Paint Night
 - Valentines Dance
- Oversee Youth Bureau
 - Submit annual, quarterly, and monthly paperwork for funding through NYS OCFS to Erie County
 - Attend monthly WNY Association of Youth Bureaus meetings
 - Attend annual NYS Association of Youth Bureaus conference, youth leadership forum, and directors training
 - Direct Youth Engaged in Service (YES) volunteer program for youth ages 12-18, serving local organizations such as the Ken-Ton School District, Herschell Carrousel Factory Museum, local fire halls, Praxair, Kids Escaping Drugs, Town of Tonawanda Police, and more
 - Recruit and train volunteers (bi-monthly orientation sessions)
 - Manage volunteer database
 - Review service requests for volunteers from organizations
 - Build and send out monthly e-newsletter and event sign-up
 - Schedule staff supervisors
 - Complete volunteer hour logs & verify community service per school requirements
 - Update volunteer guidebook and policies as needed
 - Plan socials and other incentives for volunteer retention
 - Plan and lead trainings and meetings as needed
 - Supervise Youth Board
 - Oversee advisory board made up of 7 high school students and 10-15 adults from various fields/backgrounds, who meet monthly
 - Oversee nomination and selection process for annual Outstanding Youth, Brian Dugan, Robert Swift, Joseph Allen, and Christine Milosich awards
 - Coordinate 3-on-3 Youth Basketball Tournament
 - Plan Youth Board Awards Dinner
- Coordinate the Non-Competitive Bowling League – Fall & Spring sessions

- Administrative duties

- Payroll: Input employees' schedule and pay rates, monitor time cards, and submit missed punch forms
- Registration: Set up program, event, and facility registration in RecTrac, monitor enrollment, help patrons with questions and trouble-shooting, gather all necessary paperwork and information, prepare rosters for program staff, billing for memberships/registrations, managing payment plans and scholarships, for assigned programs, assisting with cancellation and refund process
- Research, obtain bids, and place orders for necessary supplies and equipment, submitting pink slips for approval in a timely fashion
- Respond to emails and phone calls in a quick and professional manner
- Update website as necessary
- Prepare press releases, flyers, etc. for assigned programs/events

Please submit resume to:

Mark Campanella, Superintendent
Town of Tonawanda Youth, Parks & Recreation
299 Decatur Road
Tonawanda, NY 14223
Email: mcampanella@tonawanda.ny.us