

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

June 2025

SECTION I: GENERAL INFORMATION

Position Title: Youth Development Coordinator	Department: Community Education Department
Immediate Supervisor's Position Title: Director of Community Education	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-1	Bargaining Unit: Community Education and Other Coordinators
Job Summary: Under the general direction of the Community Education Director, the Youth Development Coordinator is responsible for developing, implementing, supervising and evaluating youth development and youth service programs for school-aged youth residing in the Northfield School District.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides direct and indirect coordination services to students, staff and families in the area of youth programs, including (but not limited to) Community School, Middle School Youth Center, Summer PLUS, Summer BLAST and other areas as needed
Percent of Time:	90%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Recruits, hires, trains, monitors, supervises and evaluates program staff and volunteers.• Develops, maintains and updates a manual for staff and volunteers.• Collaborates with community groups, associations, colleges, organizations and volunteers regarding programming, programming needs, operations or other relevant issues• Develops before school, after school and evening programming, including non-school day programming.• Communicates, collaborates and problem-solves with administrators, district personnel, parents, community members and Advisory Councils regarding students, staff and/or program issues.• Tracks required data.• Assess needs of students and families at the schools and throughout the district; works with partners to design and implement programming to address these needs.• Supports recruitment of students for programming.• Ensures Continuous Learning Plans (CLPs) are completed for eligible youth.• Ensures use of best practices in programming for children, youth and adults.• Evaluates program effectiveness and participant satisfaction.• Markets and promotes activities and opportunities with students and the community.• Assists and makes recommendations concerning fiscal needs and requirements for programming, activities, and initiatives, including the oversight of supply purchasing and staffing.• Provides leadership, consultation and collaboration with teachers of students with youth program-related concerns; serves on various teams		

<ul style="list-style-type: none"> Regularly supports program sites during programming time, including but not limited to, observations and evaluations, training, problem solving, continuous improvement and mentoring. Leads the development of work plans, interim reporting and the management of grant requirements based on funding sources. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		
	1 year college		2 years college
	3 years college	x	
	1st year graduate level		Major field of study or degree emphasis: Community Education, Education, Recreation, Youth Development or related area.
	2nd year graduate level		
	Doctorate level		
			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Fundamentals and basic knowledge of recordkeeping, budget and data collection. Basic knowledge concerning the use of computers and related software applications and general business equipment. Knowledge of resources and organizations within the community. General knowledge of district administrative policies and procedures pertinent to the activities and programs. The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in community education, youth enrichment or youth development programming.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Ability to work collaboratively with team members, school staff and other groups and organizations. • Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel. • Planning, implementing, coordinating and arranging for youth development, enrichment and youth service programs. • Demonstrates exceptional skill in the area of youth development • Ability to build and manage relationships with staff, students and families. • Highly organized, with exceptional attention to detail. • Thorough skills operating standard office equipment and related hardware and software. • Ability to express ideas effectively both orally and in writing. • Ability to establish and maintain effective working relationships with school officials, teachers, students and families.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Middle School Youth Center and Community School Site Leaders	4
2	Teachers, Club Leaders, Site Assistants	4/25/50
TOTAL		29-54

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Volunteers, America's Promise Fellows, AmeriCorps tutors, college community-based work study students, etc.	Total: 8-20

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	X

Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Updated 6/2025