

ALLEGHENY COUNTY HOUSING AUTHORITY

Position Description

Position Title: Activities Coordinator – Deborah D Booker Community Center **FLSA Status:** Non-Exempt

Department: Housing Management Operations (HMO)

Union Status: N/A

Reports To: Program Coordinator

Salary: Based on experience

This part-time, grant funded position, in the Housing Management Operations Department, reporting to the Deborah D. Booker Community Center Program Coordinator, is responsible for planning and implementation of youth activities and the supervision of children ages 13 through 18.

Overview of Essential Job Functions:

- Plans, organizes, recruits and supervises assigned programs with an emphasis on safety and organization. Accepts responsibility for results and maintains appropriate records, i.e., sign-in sheets, incident reports, etc..
- Responsible for the instruction of ‘Youth for Fitness Classes’, fitness and special events. Submit monthly plans and activities for all.
- Assists youth with educational tutorials.
- Assist Program Coordinator in supervision of the use of facilities and equipment.
- Maintain positive communications when dealing with program participants and guests, volunteers, and all other related groups.
- Attend meetings as requested with all stake holders.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children.
- Maintain all supplies, equipment and materials; inform the Program Coordinator when new/additional supplies or equipment is needed. Assist with daily clean up (put away equipment and make sure all doors are locked).
- Ensure that all children are respectful of property and equipment and rules are followed.
- Resolves differences among children and intervenes in youth altercations.
- Completes other duties as assigned and enforces all policies and procedures.
- Oversees the day to day opening of the building and monitoring of programs and program partners in the absence of Program Coordinator.

Education/Experience: Must have minimum of 2 years demonstrated knowledge and experience working with youth, aged 13-18 and college experience.

Job Requirement/Qualifications:

- Must obtain and maintain Act 33/34 and FBI clearances.
- Must obtain and maintain certifications in CPR and First Aid.

- Able to work with youth from diverse socio-economic backgrounds, evenings and weekends.
- Must have a high energy level, be able to apply problem-solving skills and be organize/prioritize workload.
- Able to multi-task in a fast-paced environment
- Must be familiar with internet usage and Microsoft Office Suite including Word, Outlook, Excel, and PowerPoint.

Special Requirements:

- Hard working, well organized, energetic, highly motivated, creative and personable.
- Ability to communicate with people from a broad range of social and economic backgrounds
- Understand dispute resolution concepts.

Physical Requirements: Ability to physically perform the duties and to work in the environmental conditions required of a position of this class. Must be physically able to access all units, common areas, and grounds for management and inspection purposes. Must be able to work while standing or walking for extended periods of time. Must be able to use stairs, stoop, and crouch. Must be able to work in hot, cold, damp or dusty areas. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

Employee

Date: _____