



3060 N Valley Pike, Harrisonburg, VA 22802
540-896-9947 Phone 540-574-3548 Fax

Position Description: Youth Programs and Camps Coordinator

FLSA Status:	Non-Exempt
Reports To:	Tournament and Events Manager
Company:	Horizons Edge Sports Campus
Office Location:	Horizons Sports Campus, Harrisonburg, VA
Updated:	1/2022

Job Summary: The Youth Programs & Camps Coordinator will organize and execute the facility's youth programs, including after-school programs, summer camps, parent's night out, school's day out, field trips youth enrichment and other youth programs that fit within the scope and mission of the facility. This position will work closely with program managers as well as other internal departments (Operations, Marketing, etc.) to successfully accomplish these responsibilities.

Essential Functions:

- Assist in the acquisition & training of youth program staff.
- Assist with the overall development, promotion and execution of youth programs, including, but not limited to, after-school programs, summer camps, parent's night out, school's day out, field trips youth enrichment.
- Implementation of youth program marketing plan/strategy
- Development of youth program schedule
- Participate in development of all youth program curriculum.
- Oversee aspects of youth programming and special activities.
- Assist with development and management of youth program budgets.
- Weekly reporting of sales and budget status
- Actively participate in other operational functions as necessary including, but not limited to event setup and execution, attending all scheduled events and meetings, assisting other departments during outside or special events, etc.
- Other duties as assigned.

Minimum Qualifications:

- A bachelor's degree in recreation management or related field.
- Previous experience in youth program development and execution preferred.
- Excellent interpersonal, problem solving and negotiating skills.
- Proficient computer skills, including Word, Excel, PowerPoint, etc.
- Must be willing to work a flexible schedule, predominately nights and weekends.
- Must possess current CPR/FIRST AID certifications or must be willing to obtain them within a specified period.

Travel Requirements:

- Minimal

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Other:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this position in the stated work environment. This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as requested. The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required.

Employee Acknowledgement:

I understand my key areas of responsibility, performance expectations, and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee Name (Please Print)

Supervisor Signature

Date

Date

Employee Signature