

Resolution No. _____

June 15, 2021

**RESOLUTION CREATING THE POSITION OF ASSISTANT YOUTH DIRECTOR
IN THE DEPARTMENT OF YOUTH**

WHEREAS, the Commissioner of Youth has recommended that the Common Council create the position of Assistant Youth Director within the Department of Youth with the job description attached, and

WHEREAS, it is proposed that the current position of "Rec Attendant 5" be eliminated and that the salary budgeted for that position be reallocated to the position of Assistant Youth Director for the balance of the fiscal year.

NOW THEREFORE LET IT BE RESOLVED that the position of Assistant Youth Director be created within the Department of Youth with the attached job description and that the current position of Rec Attendant 5 be eliminated and the budget line for that position be reallocated to fund the salary for Assistant Youth Director for the balance of 2021.

Introduced: _____

Seconded: _____

Approved: _____
Kamal Johnson, Mayor

Dated: _____

Assistant Youth Director Job Description

Job Duty

Under supervision and working closely with the Youth Director, The Assistant Youth Director will be a high-level supervisory position aiding in the daily administration and operation of all youth services and programs. The position will assist in the planning, initiating, coordinating, reviewing, and promoting a variety of citywide recreational, educational, social guidance and counseling projects and activities. Assisting in administration of the Youth Center. The work is checked through daily and weekly meetings and reports and by direct consultation with the Youth Director. Supervision is exercised over all clerical, custodial, program, recreational and lifeguard staff.

Responsibilities

- Supervise direct care staff through observation, feedback, and continued staff training
- Work with the director to coordinate and supervise daily operations
- Assist in hiring and firing of full time, part time, and seasonal employees
- Assist in creating, implementing and enforcing staff schedules
- Assume all duties and responsibilities of the director in the absence of the director
- Assist in the onboarding training of new staff
- Role model expected behaviors, participation, and task completion
- Assist in budgeting and accounting responsibilities
- Assist in planning and running programming as needed
- Assist director in management and departmental budgeting as needed
- Fulfill all other duties as assigned by the director