

WE'RE HIRING



Youth Programs Coordinator

➤ What You'll Do:

- * **Plan, organize, and execute youth programs, ensuring all activities are age-appropriate, safe, and engaging.**
- * **Oversee the setup, supervision, and cleanup of events and youth activities.**
- * **Actively engage and build relationships with youth and families to promote participation.**
- * **Act as "Manager on Duty" during designated shifts, overseeing facility operations and responding to any issues.**
- * **Collaborate with other departments, maintain accurate records for attendance, programming evaluations, and facility usage.**

➤ Requirements:

- Minimum one year of experience in the health and wellness field
- Minimum one year of customer service experience
- Minimum one year experience working with computers
- Minimum one year experience working with youth
- Education: A minimum of a high school diploma
- An associate or bachelor's degree in a Health and Wellness related field preferred but not required



Are you passionate about working with kids and creating fun, engaging activities? Crivitz Youth, Inc. Community Center (CYCC) is searching for a creative and organized Youth Programs Coordinator to design and manage our youth programming!



Position Perks

- Personal Days & Paid Holidays
- Free Kid Zone usage during working hours
- 50% off childcare at the CDC, during working hours
- 50% off members hip and fitness classes
- Simple IRA & Health Insurance to eligible employees

➤ Send Your Resume



715-854-3109



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www.crivityouthinc.com



901 Henriette Ave., Crivitz, WI

Pick Up an Application

Youth Programs Coordinator Job Posting

Position Overview: The Youth Programs Coordinator at CYI Community Center (CYCC) plays a key role in creating and managing youth programs that align with our mission of promoting health and wellness. This position requires strong leadership and organizational skills to develop programs that engage youth and their families in our community.

Manager on Duty Requirements:

- Act as "Manager on Duty" Wednesdays and Thursdays from 12:30 pm to 8:30 pm, Fridays from 12:30 pm to 7 pm, and 0-2 weekends per month as needed.
- Hours are subject to change for programming and staffing needs, with potential for full-time employment.

Key Responsibilities:

- Plan, organize, and lead youth programs and events.
- Oversee the setup, supervision, and cleanup of youth activities.
- Build relationships with youth and families to increase participation.
- Act as "Manager on Duty" during assigned shifts, managing facility operations and addressing issues.
- Supervise part-time program staff, volunteers, and interns.
- Collaborate with other departments to align program schedules and resources.
- Keep accurate records of attendance, evaluations, and facility usage.
- Provide exceptional customer service and promote a welcoming environment.
- Additional duties as assigned to support CYCC's goals.

Qualifications:

- High school diploma or GED required; a degree in Education, Recreation, or related field is preferred.
- Experience in youth programming or recreation preferred.
- Strong communication, organizational, and leadership skills.
- Flexible schedule, including evenings and occasional weekends.
- CPR and First Aid certification (training provided if needed).

Benefits: All employees are eligible for:

- Worker's Compensation, Social Security (FICA), and Unemployment Compensation.
- Paid personal days and holiday pay (based on hours worked and years of service).
- 50% discount on childcare during working hours, and free Kid Zone access for children aged 4-9 during shifts. Free locker access and free trial of one of each type of class.
- Discounts: 50% off adult membership, 20% off merchandise, and 50% off additional group classes.
- Simple IRA plan: CYI will match up to 3% of employee contributions after one year of service.
- Health insurance (90% of premium paid by CYI, 10% by the employee) after a 90-day probationary period for employees working 30 hours or more per week.