JOB ANNOUNCEMENT

ZACH GORDON YOUTH CENTER MANAGER
PERMANENT FULL-TIME POSITION
37.5 hours per week
$57,232.50 - $61,054.50 Annually (DOQ)

Do you enjoy working with children of varying age groups?
Are you skilled in creating, planning and organizing youth activities?
Do you have supervisory experience?

If you answered yes to these questions, then this is the perfect job for you!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees’ Retirement System).

RESPONSIBILITIES
Under general direction, is responsible for developing and administering a comprehensive youth activities program based at the Zach Gordon Youth Center. The Manager is responsible for managing the Youth Center, and for developing and overseeing recreational, educational and social programs and activities focused on the community's youth, many of whom are considered at risk.

Typical responsibilities include the following:
• Conducts needs assessments and plans, organizes and implements recreational, educational, and social activities for youth.
• Develops and implements a plan for the safe operation of facilities and programs for the safety of the facility users, staff and public; conducts safety meetings.
• Plans and implements a preventative maintenance program; inspects facilities and equipment; oversees repairs and maintenance of the facilities, equipment and vehicles.
• Recruits, selects, and supervises all Center employees and volunteers; develops work schedule; assigns duties based on ability and experience; evaluates performance and provides or arranges for training.
• Plans and conducts in service training sessions for staff on such topics as Youth Developmental Assets theory, disciplinary techniques, teaching techniques, conflict resolution, and customer service.
• Maintains all administrative records for Center operations including, but not limited to: time sheets, accident reports, utility usage records, standard supply requests, and attendance reports.
• Designs and develops brochures, advertisements, radio spots and other public relations materials to obtain maximum usage by the public; oversees publication of the schedule of activities and programs; promotes Center through public meetings and coordination with other groups.
• Develops and monitors budgets for the Zach Gordon Youth Center facility and programs; projects increases/decreases and recommends adjustments to fees; approves purchases and expenditures; develops fee collection and accounting procedures.
• Performs related duties as assigned.

CONTINUED ON BACKSIDE
MINIMUM QUALIFICATIONS

Experience: Five (5) years of experience supervising youth activities.

At least 1 year of the experience must have included: supervising adult and youth staff members.

Substitution: College study in recreation, physical education, or social work may be substituted for the required experience on the basis of 2.5 semester hours (3.75 quarter hours) of credit for one month of experience up to a maximum of 48 months. There is no substitution for the required 1 year of supervising employees.

Other: Current First Aid certification AND current CPR certification within 30 days of employment and for continued employment.

A valid Alaska Driver’s License within 30 days of employment and for continued employment.

NOTE: As part of the selection process, applicants are required to be finger printed to determine if prior convictions exists that would prohibit them from performing the duties and responsibilities of this position. The applicant’s continued employment is based on the approval of the finger print report. Finger printing results can take up to 3 – 6 months.

NOTE: This is a benefitted position, for more details, please visit the following website:
http://www.juneau.org/personnel/benefits.php

CLOSING DATE
A completed CBJ application form, Number P001, must be received in Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on March 23rd, 2015.

WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit:
http://www.juneau.org/personnel/jobs.php
for instructions on how to submit an application via email

Drop off completed application to:
City and Borough of Juneau
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER