

**CITY OF MIAMISBURG  
PARKS AND RECREATION DEPARTMENT**

**INFORMAL POSITION DESCRIPTION**

**Title:**                   **Youth Program Coordinator**

Minimum Age:           Must be at least 18 years old to apply.

Pay Range:               Starting at \$9.98 per hour

Illustration of Duties & Responsibilities:

1. Assist with the management of the day to day operations of the Summer Youth Camps and Traveling Playground Program.
2. Assist with the management of all staff for the Day Camps and Traveling Playground Program.
3. Assist with development of a training program for Day Camps and Traveling Playground Program Staff.
4. Assist with the development of activities and crafts for the Day Camps and Traveling Playground Program.
5. Assist with evaluations, questions, or issues for the Summer Youth Camps and Traveling Playground Program.
6. Serve as a substitute for Day Camps or Traveling Playground program for staff absences.
7. Assist with developing promotional materials/market those materials to the community and businesses.
8. Assist with the planning and implementation of Special Events.

To request a complete job description, please e-mail [parksandrec@cityofmiamisburg.com](mailto:parksandrec@cityofmiamisburg.com)