214 South Love Lovington, NM 88260 | 575.396.2884

YOUTH CENTER EMPLOYEE

Position Description

Department:	Youth Center	**Reports to (title):**	Youth Center Director
Job Code:	8810	**Supervises:**	N/A
Pay Grade:	DOE	**Classification:**	Non-Exempt
Hours/Week	Shift may vary	**Effective Date:**	August 2024
Type of Position:	Part-Time	**Revised Date:**	September 3, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to create a safe, positive, and engaging environment where youth can learn, grow, and thrive through supervised programs and activities at the Youth Center.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Youth Programming & Engagement

- Assists in planning, organizing, and facilitating age-appropriate activities, programs, and events for youth participants
- Actively supervises and monitors youth during programs, open hours, and events to ensure a safe and positive environment
- Engages youth in a supportive, encouraging manner and helps maintain appropriate behavior standards in accordance with center policies
- Assists with enrollment, attendance tracking, and maintaining accurate participant records and waiver documentation
- Communicates with parents and guardians regarding program schedules, participant progress, and any incidents or concerns

Safety & Compliance

- Follows all child safety protocols, including mandatory reporting requirements for suspected abuse or neglect
- Responds to and documents incidents, accidents, or emergencies in accordance with center procedures; administers basic first aid as needed
- Ensures youth-to-staff supervision ratios and safety standards are maintained at all times
- Complies with all applicable federal, state, city, and departmental rules and regulations

Facility & Operations Support

- Assists with scheduling and coordinating rental use of facility spaces; communicates schedule updates to Supervisor
- Maintains cleanliness of all rooms, offices, bathrooms, and common areas within scheduled work hours
- Prepares facility before rentals and restores it afterward; reports any maintenance needs to Supervisor
- Provides occasional support for Theatre events as needed
- Other duties as assigned by Supervisor

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MINIMUM MANDATORY QUALIFICATIONS

Experience:	Minimum 1-2 years of relevant experience.
Education:	High School Diploma or GED
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	**KNOWLEDGE** • Basic principles of youth development and age-appropriate programming • Child safety protocols, including mandatory reporting requirements for suspected abuse or neglect • Applicable federal, state, and local regulations governing youth programs and public facilities • Basic first aid and emergency response procedures (cpr/first aid certification preferred or required upon hire) **SKILLS** • Effective verbal and written communication with youth, parents/guardians, coworkers, and supervisors • Ability to plan and facilitate engaging activities appropriate to the age group served • Proficiency in microsoft office suite and basic record-keeping • Basic math skills sufficient to maintain attendance records and facility scheduling **ABILITIES** • Ability to build positive, professional relationships with youth while maintaining appropriate boundaries • Ability to manage youth behavior calmly, consistently, and effectively • Ability to de-escalate conflict and respond to stressful or emergency situations with composure • Ability to work independently and as part of a team with minimal supervision • Ability to work flexible hours, including evenings, weekends, and holidays as needed • Ability to communicate professionally with diverse populations in a courteous and inclusive manner

PREFERRED QUALIFICATION

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The work is conducted inside and outside with exposure to all environmental elements and possible exposure to harsh chemicals.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: ***The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***