

Youth Coordinator Responsibilities and Duties

- Hire and train staff to promote youth programs.
- Supervise everyday activities and prepare reports for same.
- Analyze youth requirements, develop programs and identify resources for same.
- Coordinate with various teams to meet all youth requirements.
- Design and execute programs and ensure inclusion of various recreation and sports activities.
- Maintain professional relationship with customers, city department and various agencies and ensure customer satisfaction.
- Provide an interface between community partners and customers.
- Organize and conduct training programs for staff and ensure compliance to company standards.
- Analyze facilitate programs and determine results and ensure achievement of all objective within timeframe.
- Evaluate program activities and implement it to achieve all objectives.
- Prepare a schedule of programs and ensure maximum results.
- Monitor performance of staff to ensure efficient functioning.
- Schedule various training activities and authorize staff to design development activities.
- Administer projects and ensure compliance to all Federal, state and local regulations.
- Develop programs to initiate existing linkages.