

Village of Corinth Youth Program Director

Title: Youth Program Director

Supervisor: Corinth Village Board

Job Summary

Creates a field trip schedule designed to meet the needs and levels of enrolled children, supervises chaperones attending field trips and provides necessary training, handles disciplinary matters, supervises and prepares Corinth Beach lifeguards to comply with NYS Department of Health certification and regulations, reports to Village of Corinth Board with Recreation program updates.

Duties & Responsibilities

- Meet with Village Board as necessary
- Submit budget requests for payment to Clerk/Treasurer
- Communicate with Corinth Central School to approve use of school grounds and buses
- Maintain first aid kits for both Corinth Beach and field trips
- Order necessary supplies for both Corinth Beach and field trips
- Coordinate and organize field trips, including communication with venue administration
- Create registration packets and field trip permission slips, including communication with parents
- Hire, train and supervise field trip chaperones
- Hire, train and supervise Corinth Beach lifeguards
- Coordinate with the NYS DOH in maintaining certification at Corinth Beach, including DOH reporting requirements

Abilities Required

- Experience with children of multiple ages and abilities
- Communication skills
- Organizational skills
- First Aid and CPR certified preferred

Note: This summary of duties is not intended to be all-inclusive.