

Job Description

Title: Youth Director

Report to: Township Administrator

Duties and Responsibilities

- Ability to create and develop Youth programs that our both educational and recreational;
- Ability to plan youth camp that cater to the youth of DuPage Township;
- Recruits and manages volunteers for youth program
- Submits articles for Township newsletter;
- Prepares weekly reports to the Administrator;
- Stay within budget provided;
- Responsible for hiring and supervising intern and seasonal staff;

Knowledge, Skills and Abilities

- Public speaking skill; including planning and preparing material and presenting it effectively.
- Skill in negotiation, including listening and persuading.
- Knowledge and skill in the use of computers, including various software programs.
- Excellent organizational, writing and communications skills.
- Complete fluency in the English language, both verbal and written, Spanish a plus.
- Good interpersonal skills and the ability to interact with others on all levels.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to develop and implement policies and programs.
- Discretion and confidentiality.

Credentials and Experience

- High School Diploma
- Excellent customer service skills.
- Proven leadership abilities.
- Current Illinois Driver's License
- Related experience a plus.

Work Environment

- DuPage Township operates as a professional work environment. Individual employee is expected to act, dress, and respond to the public in a controlled, professional manner.