

Director of Youth Recreational Programs

Job Description

Qualifications:

1. Certified as a teacher by the West Virginia Board of Education.
2. Coaching experience preferred.
3. Experience in establishing and directing youth recreational programs preferred.
4. A demonstrated ability to work effectively with people.

Immediate Supervisor: High School Principal

Employment Period: Forty days beginning July 1 and continuing until the first day of the teachers' contract and from the day after the end of the teachers' contract through June 30 as scheduled and approved by the principal.

Duties and Responsibilities:

1. Develop, implement, and manage the youth recreational programs for students within the guidelines provided.
2. Provide good leadership in the extracurricular recreational activities.
3. Foster a climate conducive to learning and good sportsmanship.
4. Establish and maintain a record keeping system and make such reports on activities and participation as requested by the principal.
5. Promote and maintain positive relationships with students, parents, and community.
6. Maintain positive public relations, announcing/posting upcoming events or activities.
7. Maintain professional work habits.
8. Perform other job related duties as assigned by the principal.

Jackson County Board of Education
Date