

## FYCC JOB DESCRIPTION

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
FYCC Supervisor	FYCC	FYCC Director
<b>JOB SUMMARY:</b> Responsible for assisting the FYCC Director to plan for and organize programs and events including assisting at events when necessary.		
<b>QUALIFICATIONS:</b> Requires a high school diploma or equivalent (GED); strong computer skills, efficiency with Microsoft Office; comfort with social media platforms; communication and interpersonal relationship skills necessary, experience in accounting, event planning and organization preferred, local travel with personal vehicle involved.		
TASK NO.	WORK YEAR: Calendar year, 40 hours per week which will include some weekend and evening activities	FREQUENCY

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| 1. | Research, organize, plan and set up FYCC events and activities under the direction of the FYCC Director.   | 10% |
| 2. | Schedule use of fields and winter rinks for the cities of Albertville and St. Michael and the school district.   | 30% |
| 3. | Perform general office duties such as data entry, typing, sorting, filing, processing mail and packages, answering the telephone and emails, maintaining files and records and processing various forms and reports in order to ensure the office functions efficiently and effectively. | 20% |
| 4. | Attend weekend and evening events as scheduled. Greet, assist and supervise visitors, children and families in a courteous manner; respond or refer in a timely manner.  | 10% |
| 5. | Manage the website, social media and online registrations.   | 20% |
| 6. | Assist in the marketing of the FYCC programs.  | 3%  |
| 7. | Purchase supplies for events at local vendors and process purchases.   | 2%  |
| 8. | Perform other related duties as assigned.  | 5%  |