

**Position Title:** Skate Park Manager

**Reports to:** Associate Director

**Exempt/Non-exempt:** Exempt

**Schedule:** Full-time

**Salary:** \$45,000 to \$65,000 per year

### **Organizational Summary**

Midcoast Youth Center (“MYC”) is a non-profit organization located in Bath, Maine. Our mission is to empower Midcoast youth to be healthy, engaged, and resilient, by offering recreation, education & enrichment, leadership & life skills, referrals to mental health support & substance use treatment, and support to youth experiencing housing insecurity. Our vision a suicide-free Midcoast community where the physical and emotional needs of youth are met through comprehensive programming and social services; where youth are inspired and equipped to realize a promising future.

### **Summary**

The Skate Park Manager is responsible for providing a safe, healthy, and happy environment for a diverse population of youth, young adults and adults who engage with the Midcoast Youth Center and Skate park. As the point person for the Skate park, the ideal candidate must be comfortable with taking charge in a busy environment and maintain a safe and welcoming environment for all. This individual must have experience in providing consistent conflict resolution, maintaining firm boundaries, while fostering a “You Matter” environment. They must be reliable and consistent, be able to quickly adapt to evolving situations, while also being community oriented and mission driven. The Skate Park Manager will also oversee the skate shop and manage inventory, merchandising and purchasing. The Skate Park Manager will lead and train applicable MYC Youth Staff to facilitate individual and group skate lessons.

### **Essential Responsibilities**

- Maintain a safe and quality experience for participants within the Bath Skate Park.
  - o Routinely monitor ramps and equipment.
  - o Ensure up to date liability releases for all participants.
  - o Collect regular feedback from participants on their experience.
- Manage the skate shop, including purchasing, sales, and maintaining inventory.
  - o Work with reputable brands that align MYC’s mission and vision.
  - o Manage a skate shop budget.
- Develop the skate park programming.
  - o Consistent orientation for each participant.
  - o Scaffolding progressive lessons for individuals and groups.
  - o Collect feedback from participants to develop the programming.
  - o Design programming for youth around specific desired outcomes.
- Ensure organization and cleanliness of the facility.
- Work collaboratively with all MYC staff, especially the Teen Center Team.
- Work collaboratively with other MYC programs including Compass, Summer Camp, Waypoint, COAST, and the Transitional Housing.
- Be a caring, trusted adult to all youth.
- Communicate needs to direct supervisor regularly.
- May be required to work some weekends and evenings.



- May be required to be on call certain weekends each month, to share in leadership responsibilities.
- Perform all other duties as assigned by supervisor.

**Certificates, Licenses, Registrations**

- Valid Maine Driver’s License
- Ability to obtain additional trainings/certifications as needed

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is often required to stand, walk, use hands to finger handle or feel objects, tools, or controls; reach with hands and arms, and climb or balance. The employee must often lift and/or move up to 50-100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental demands/Environmental Factors**

Maintain emotional control under stress. Manage multiple aspects of work amid a busy environment. Travel is required, occasional prolonged and irregular hours. Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.

**Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.**

I have read and fully understood the responsibilities, demands and expectations for the position as described above.

Printed Name of Employee: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_