



Job Title: Activity Coordinator

Organization: Santa Barbara Police Activities League (PAL)

Location: Santa Barbara, CA

Reports to: Executive Director

Job Summary:

The Santa Barbara Police Activities League is seeking a dedicated and enthusiastic Activity Coordinator to oversee and manage programs and activities primarily focused on the Teen Center and recreational activities. This role is essential in fostering a positive and engaging environment for youth participants, promoting community involvement, and ensuring the smooth operation of all activities.

Key Responsibilities:

1. Activity Development and Management:

- Develop, implement, and evaluate a variety of activities for the Teen Center and recreational initiatives.
- Collaborate with youth, staff, and Santa Barbara Police Department, and community partners to identify needs and interests to shape program offerings.
- Ensure programs align with PAL's mission and objectives.

2. Teen Center Operations:

- Oversee the daily operations of the Teen Center, ensuring a safe, welcoming, and supportive environment for all participants.
- Supervise and support Teen Center staff, volunteers, and interns.
- Coordinate with staff to ensure the facility is well-maintained and equipped for activities.

3. Mentorship and Recreational Activities

- Plan and coordinate a variety of mentorship and recreational activities, including workshops, and group discussions.
- Partner with local organizations, schools, and businesses to provide resources, mentorship opportunities, and job training for youth participants.
- Monitor and evaluate the effectiveness of mentorship and recreational activities, adjusting as necessary to ensure positive outcomes and continuous improvement.

4. Youth Engagement:

- Foster strong relationships with youth participants, encouraging their active participation.
- Provide mentorship and support to help youth develop skills, confidence, and positive behaviors.
- Address and document any issues or conflicts that arise, ensuring a positive and inclusive environment for all.

5. Administrative Duties:

- Maintain accurate records of program attendance, participant information, and program outcomes.
- Prepare reports and presentations for the Executive Director, board members, and funders as required.
- Assist with budget planning and management for programs and activities.

6. Community Outreach and Partnerships:

- Promote PAL programs and events through various communication channels, including social media, newsletters, and community events.
- Build and maintain relationships with community partners, including schools, businesses, and other nonprofit organizations.
- Represent PAL at community meetings, events, and conferences.

Qualifications:

- **Education/Experience:** Bachelor's degree in Recreation, Youth Development, Human Services, Education, or a related field preferred; or equivalent experience in youth program coordination, recreation management, or a related area.
- **Experience:** Minimum of 2 years of experience in youth program coordination, recreation management, or a related area.
- **Skills:**
 - Strong leadership and organizational skills.
 - Excellent communication and interpersonal skills.
 - Ability to work effectively with diverse groups, including youth, parents, staff, and community partners.
 - Proficiency in Microsoft Office Suite, Google Workspace and social media platforms.
 - CPR and First Aid certification preferred, or willingness to obtain.
 - Bilingual in Spanish (reading, writing, speaking) preferred.
 - Must possess a valid CA driver's license.

Personal Attributes:

- Passionate about youth development and community engagement.
- Creative and innovative thinker.
- Adaptable and able to manage multiple tasks and priorities.
- Positive attitude and ability to inspire and motivate others.

Work Environment:

- The position involves both indoor and outdoor activities.
- Occasional evening and weekend work is required for events and activities.
- Ability to lift 25lbs and perform other physical tasks as needed.

Compensation:

- Hourly Rate: \$24.00 Per Hour (25-30 Hours Weekly).
- Comprehensive benefits package including Simple IRA with 3% match.
- Paid Time Off (PTO) accrual based on compensation expectations and anticipated hours.

Application Process:

To apply, please submit a completed job application, your resume, and a cover letter to Judie Lugo, Executive Director, at jlugo@sbpal.org. In your cover letter, please answer the following questions:

1. Why do you want to work for the Santa Barbara Police Activities League (SBPAL)?
2. What creative ideas do you have for new activities that align with our mission of empowering youth through mentorship and leadership specifically for the Santa Barbara community?

Please include the subject line "Activity Coordinator Application - [Your Name]." Selected candidates will be contacted for interviews.

Santa Barbara Police Activities League is an Equal Opportunity Employer. Employment opportunities at Santa Barbara Police Activities League are based on one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.