

Job Description

Services Coordinator

(Youth Programs Department)

# Overview:

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| **Category** | **Information**  |
| Job Title  | Youth Programs Coordinator |
| Division  | Residential Services |
| Department (if any) | Youth Programs |
| Status  | Non-exempt |
| Hours | 25 hours |
| Supervisor/ Reporting  | Program Manager of Youth Programs |
| Supervisorial Responsibilities  | Oversee Youth Programs Assistants in partnership with the Director of Youth Programs. Oversee volunteers and interns as needed. |

# Description (brief)

The Youth Programs Coordinator leads the program planning, implementation, and evaluation of all Youth Programs including Homework Tutoring Club, Friday Enrichment Programs, and Summer Camp program at the designated site along with any other programs and events that are assigned.

# Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Youth Programs Coordinator include, but are not limited to, the following:

| **No.** | **Essential Duty or Responsibility**  |
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| 1 | Leads program planning for all Youth Programs including Homework Tutoring Club, Friday Enrichment programs, and Summer Camp. This includes but is not limited to lesson and activity planning, snack and supply purchasing, and room preparation;  |
| 2 | Oversees implementation of all Youth Programs including tutoring and supporting children in their studies, directing volunteers, enforcing behavior standards, and managing the room and program daily;  |
| 3 | Performs program evaluations for the purpose of program improvement, grant reporting, and determination of program success. Reporting and evaluation may include data reporting, written success stories, photographs, and other program specific evidence;  |
| 4 |  Assists in the training of the site assistant in regular ongoing duties on a daily basis and aids in their general growth and development as Youth Programs staff. Instruct and direct all volunteers daily and all interns as needed; |
| 5 | Represents Many Mansions in all interactions with the community including school personnel, teachers, parents, volunteers, and service groups;  |
| 6 | Plans and implements all special events on behalf of Youth Programs including back to school nights, end of year awards, spring fair, fall festival, holiday parties and game nights. |
| 7 | Maintains records for all programs including intake, attendance, reading and grade logs, emergency contact lists, and other data as requested;  |
| 8 | Plans and coordinates donation drives with Resource Development staff including the Backpack and School Supply drive, Holiday Gift Program, and Summer Camp drive. Create acknowledgements and assist with recognition efforts for all donors, community partners and volunteers as requested; |
| 9 | Accompanies and leads students on field trips using chartered bus or public transportation; and |
| 10 | Other duties as assigned. |

#  Qualifications & Conditions:

| **Category** | **Qualification or Condition**  |
| --- | --- |
| Communication  | Excellent communications skills, including but not limited to, the ability—* To speak, write and read English fluently;
* To write reports and other correspondence clearly, meaningfully, and persuasively;
* To speak, listen, and respond effectively with and among staff, agencies, residents, and others; and
* To give presentations and speak effectively before groups and organizations.
* Well versed in grammar, proper syntax and correspondence structure.
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| Computer Skills | Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), social media, and other scholastic or educational programs relative to assisting children complete homework assignments. |
| Driving | Driving is required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver’s license, and adequate motor vehicle insurance.  |
| Education and/or Experience  | High School Diploma, Early Childhood Education units, and knowledge/experience working with children in an educational setting preferred.  |
| Leadership Skills | Demonstrated ability to work well with others and provide leadership. |
| Mathematical & Reasoning Skills  | Excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.  |
| Physical Demands | While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Must be able to drive an automobile for at least two hours (in order to travel to project sites). |
| Work Environment  | **Moderate to high stress work pace**. Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  |
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| Other Skills and Abilities:  | Ability to work overtime as needed. |

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

**Certifications**

A copy of this Job Description was given to the staff member.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Supervisor or Human Resources)

I received a copy of this Job Description.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Staff Member)