



**Job Description  
Youth Programs Coordinator  
(Youth Programs Department)**

**I. Overview:**

<b>Category</b>	<b>Information</b>
Job Title	Youth Programs Coordinator
Division	Youth Programs
Department (if any)	Youth Programs
Status	Non-exempt
Hours	25 hours
Supervisor/ Reporting	Director of Youth Programs
Supervisory Responsibilities	Oversee Youth Programs Assistants in partnership with the Director of Youth Programs. Oversees volunteers and interns as needed.

**II. Description (brief)**

The Youth Programs Coordinator leads the program planning, implementation, and evaluation of all Youth programs including MM Youth Club, Enrichment Programs, and Summer Camp program at the designated site along with any other programs and events that are assigned. The Coordinator plays an important role in Many Mansions various teen programs, including outreach and mentoring to the teens on site, guidance to teens participating in leadership roles on site, and overall support for specialized teen programs.

Updated: 08/2024

**III. 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:

<b>No.</b>	<b>Essential Duty or Responsibility</b>
1	Prepares & plans for Youth Programs including MM Youth Club, Enrichment Programs, and Summer Camp program. This includes but is not limited to lesson and activity planning, snack and supply purchasing, and room preparation;
2	Oversees implementation of quality, safe youth programs including tutoring and supporting youth in their studies, accompanying youth on field trips and educational experiences, directing volunteers, enforcing behavior standards, and managing the room and program daily; Maintains regular communication with parents, to build rapport and collaborate when issues arise.
3	Prepares and implements outreach plans to parents and children to promote attendance. Builds rapport with all parents on site. Maintains a log of outreach efforts. Supports events and marketing materials to achieve maximum attendance.
4	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;
5	Assists in the training of the site assistant in regular ongoing duties. Instruct and direct all volunteers daily and all interns as needed;
6	In coordination with the College & Career Coordinator conducts outreach and provides mentoring to the teens on site; provides guidance to teens participating in leadership roles on site and overall support for specialized teen programs.
7	Plans and implements special events on behalf of Youth Programs including Spring Fair, Halloween Carnival, holiday parties, game/movie nights etc.;
8	Maintains records for all programs including intake, attendance, reading logs, emergency contact lists, and other data as requested;

Updated: 08/2024

No.	Essential Duty or Responsibility
9	Plans and coordinates activities 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;
10	Represents Many Mansions in all interactions with the community including parents, volunteers, and service groups; Other duties as assigned.

**IV. Qualifications & Conditions:**

Category	Qualification or Condition
Communication	<p>Excellent communications skills, including but not limited to, the ability –</p> <ul style="list-style-type: none"> <li>• To speak, write and read English fluently;</li> <li>• To write reports and other correspondence clearly, meaningfully, and persuasively;</li> <li>• To speak, listen, and respond effectively with and among staff, agencies, residents, and others; and</li> <li>• To give presentations and speak effectively before groups and organizations.</li> <li>• Well versed in grammar, proper syntax and correspondence structure.</li> </ul>
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 youth 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.

Updated: 08/2024

Category	Qualification or Condition
Education and/or Experience	High School Diploma, Early Childhood Education units, and knowledge/experience working with youth 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	<b>Moderate to high stress work pace.</b> Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is medium to high. 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.
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.*

Updated: 08/2024

**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)

Updated: 08/2024