



**POSITION TITLE:** Youth Development Site Coordinator Teen Reach (Part-time)

**RESPONSIBLE TO:** Director of Operations/Program Manager

**JOB DESCRIPTION:**

Under the guidance of the Director of Operations, the Site Coordinator supports program initiatives aimed at promoting personal growth, leadership, and community involvement among youth. This position involves creating and maintaining partnerships with community organizations, coordinating outreach activities, and overseeing youth-focused events. The Coordinator plays a vital role in fostering a safe, supportive environment that empowers youth to succeed.

**DUTIES AND RESPONSIBILITIES:**

- Develop, plan, and facilitate youth programs that align with the organization's mission and address community needs.
- Coordinate day-to-day program activities, ensuring all sessions and events are well-organized and impactful.
- Maintain program records, prepare progress reports, and track program metrics.
- Establish and maintain partnerships with community organizations, schools, and local businesses to increase program reach and resource availability.
- Engage in outreach activities, attend community meetings, and represent the organization in various forums to promote youth programs.
- Coordinate youth enrollment and participation, ensuring a welcoming and supportive atmosphere.
- Act as a mentor and resource for youth, providing guidance on personal development, career planning, and educational goals.
- Conduct regular check-ins with participants to track progress and connect them with additional resources as needed.
- Recruit, train, and manage volunteers to support program activities, ensuring they have the resources needed to engage effectively with youth.
- Supervise volunteer activities and provide ongoing support to foster positive interactions with participants.
- Organize youth-focused events, workshops, and seminars that support personal and professional development.
- Work with team members to coordinate events, handle logistics, and ensure a smooth experience for participants.
- Collect feedback from youth participants and community partners to identify areas for program improvement.
- Implement program adjustments based on feedback and best practices to enhance program quality and effectiveness.

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**\*\*EQUAL OPPORTUNITY EMPLOYER\*\***



- Ensure participant information and program documentation adhere to confidentiality and compliance requirements.
- Participate in all required training sessions, including mandated reporting and other regulatory requirements.
- Assist in fundraising events, community activities, and other outreach efforts to support the organization's mission.
- Perform additional duties as assigned to ensure the success of youth development initiatives.

**QUALIFICATIONS:**

- Bachelor's degree in Youth Development, Social Work, Education, or a related field preferred.
- Minimum of 1 year in a youth program coordination or similar role, with a strong background in community outreach.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft Office, Google Workspace, and virtual meeting platforms.
- Ability to work flexible hours, including evenings and weekends as needed.
- Must have access to reliable transportation and a valid driver's license.

**REQUIRED SCREENINGS/CHECKS/TRAININGS:**

- Drug screen, background checks, mandated reporter training, and other training as assigned.

**PHYSICAL DEMANDS:**

- Must be able to drive to various community locations within the service area.
- Ability to lift materials up to 30 pounds as needed.
- Ability to participate in community events, which may require extended periods of standing or sitting.

**SALARY AND BENEFITS**

- Health benefits available, after a 90-day probation period.
- \$18-\$20/hour