

JOB DESCRIPTION

POSITION: Youth Services Coordinator

PROGRAM: FamilySource Center

Reports to: FamilySource Program Manager/Executive Director

Salary Range: \$49,920.00 - \$56,400; DOE

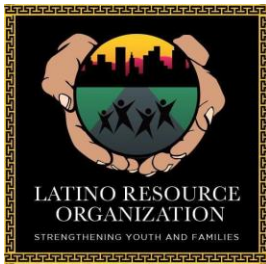
Position Summary: – Full-time, exempt position.

The Youth Services Coordinator is responsible for coordinating the development and implementation of a youth services program inclusive of, academic enrichment, youth development, case management, college preparation, youth personal development, Life Skills, mentoring, art/cultural and civic activities, and a Summer Learning Program. Manage the day-to-day operations of Youth Program, contract compliance, supervision and support of staff to ensure quality services, oversight of project partners, and ensuring that program outcomes are realized.

Responsibilities:

Lead the Youth Services Program work with Management and Youth Staff to design a cohesive and comprehensive youth development program for middle-high school aged youth targeting low-income youth.

- Coordinate academic development program inclusive of math/reading/science tutoring program, AfterSchool program, coordination of youth financial literacy, Life Skills Class, mentoring, Cash For College, FAFSA Workshops, College Corner, and college field-trips.
- Develop and implement Community Outreach Strategies to promote Youth Services Program.
- Track enrollments, student rosters, and log/record grades in conjunction with LAUSD PSA and Contract and Compliance Manager and record outcomes. Establish, maintain, and record FSC Youth Customer Files.
- Case Management_ provide Case Management to youth, responding to all concerns in a timely manner, facilitating meetings between staff, parents, youth with goal of finding a resolution, assisting coordinators and supervisors with documenting student cases, and ensuring proper protocol was followed. Development Individual Service Plans using SmartGoals to establish short and long-term goals leading to the academic development of youth. Co-Case Manage with Adult Case Managers as needed for wrap around supportive services
- Collaborate with all FSC staff team to ensure the effective coordination of program schedules and related events for youth and families
- Assist with fund development for educational programs and youth programs
- Foster relationships and networking among local schools, universities, businesses and other community youth and education programs to enhance the development of the Youth Program



- Recruitment of volunteers including tutors, guest speakers, and special guests.
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communications.

Skills:

- able to work efficiently in a fast-paced work environment
- ability to multi-task
- possess excellent communication and leadership skills
- ability to network, cultivate community partnerships
- experience with public-speaking
- possess knowledge of government contract management
- 2 year experience in the implementation of youth academic programs
- highly organized
- comply with deadlines
- understanding of performance driven and outcome based service delivery.

Community Engagement

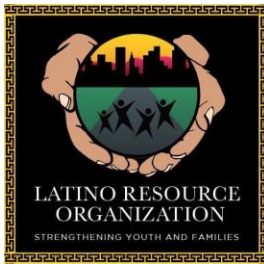
- Coordinate and monitor higher education campus visits, including colleges and universities, vocational/trade schools, and professional schools.
- Network with campus representatives and other youth service agencies to develop, implement, and sustain a guest speaker and financial literacy series.
- Seek scholarships, internship, summer employment opportunities, resource fairs, and other Civic-community involvement activities for participants to productively participate in throughout the year.
- Expose participants to enhanced learning opportunities and additional community resources.

Mentoring

- Motivate and facilitate the exploration of youth's career and educational interests.
- Promote and peak youth interest in higher education and self-advocacy.
- Guide youth and parents through the college, financial aid, and scholarship application process.
- Guide youth and parents through the trials of Middle & High School.

Administrative Support

- Submit monthly reports on program progress.
- Submit weekly attendance reports.
- Monitor youth attendance.



- Participate in team meetings and City of Los Angeles meetings and trainings.
- Assist in the development of corrective action plans for underperforming youth.
- Assist with other general duties as assigned by Executive Director.

Qualifications and Experience:

- Master's degree preferred; Bachelor of Arts degree in Education, Social Work, Sociology, Human Services, Psychology, or related field
- Possess thorough knowledge of laws, regulations and guidelines related to confidentiality
- Excellent verbal and written communication skills
- Excellent and effective public speaking and presentation skills
- Ability to coordinate multiple assignments and prioritize
- Ability to handle sensitive and confidential issues in a professional manner
- Ability to manage crisis situations
- Ability to work independently as well as in a collaborative
- Residency in and /or familiarity with the target area and its cultural diversity
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Detail-oriented.

Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Bilingual English/Spanish preferred