



Position Title:	Youth Coordinator
FLSA Status	Non-Exempt, Hourly
Job Status	Regular, Full-Time
Program Site	Transitional Living Center (TLC)
Reports To	Program Director - Transitional Housing
Salary Scale	P31 - starting at \$21.00 per hour, DOE
Job Summary	The Youth Coordinator is responsible for designing, implementing, and managing a comprehensive after-school and summer program for school-age children residing at TLC.
Essential Position-Specific Duties	<ul style="list-style-type: none"> • Work with other TLC staff to design and implement after-school and summer programs for school-aged children at TLC. • Oversee and facilitate the day-to-day operations of the program, including scheduling, programming, activities, and reporting. • Ensure the safety and well-being of all participants. • Develop age-appropriate activities and programming that provide academic support, enrichment, and recreation. • Coordinate with schools, volunteers, and community partners to enhance program offerings. Support and/or supervise volunteers and student interns as needed. • Maintain a safe, supportive, engaging, and inclusive environment for youth and their families. • Model healthy behaviors and interpersonal communication skills to the youth and their families. Use best practice professional crisis intervention skills in addressing any emergency. • Clearly communicate program expectations related to rules and appropriate behavior to youth and families in a supportive, non-shaming manner. Set limits constructively and use good judgment when discussing or granting exceptions to youth program rules. • Keep program location organized and clean. • Collect data and record participation as required. • Maintain regular communication with other program staff. Attend weekly staff meetings and supervision. • Reflect the mission and values of Transitions in all interactions with youth, residents, alums, staff, sponsoring community members, donors, and volunteers. • Other duties as assigned.
Key Responsibilities	<ul style="list-style-type: none"> ✓ Arrive on time and ready to work. ✓ Comply with Transitions Diversity, Equity and Inclusion Statement. Celebrate the uniqueness of each program participant, staff member, and volunteer and work to actualize diversity, equity, and inclusion in Transitions programs. ✓ Be flexible in dealing with a variety of individuals and tasks. ✓ Able to be non-judgmental, open and welcoming to all.

Revision Date: 12/23/2024

Approved by: Sarah M. Lickfold

	<ul style="list-style-type: none"> ✓ Able to establish and maintain emotional boundaries. ✓ Self-starter with ability to follow through on tasks. ✓ Able to work with staff using a collaborative team approach. ✓ Able to structure your own time and track multiple areas of responsibility simultaneously. ✓ Able to maintain accurate records, both written and digital. ✓ Working knowledge of MS Office Suite.
Job Competencies	<p>Integrity and Trust: Is someone that is truthful and honest. Is willing to admit mistakes and does not misrepresent self for personal gain.</p> <p>Decision Making: Makes well-informed, effective, and timely decisions, even when data are limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions.</p> <p>Strategic Thinking: Formulates objectives and priorities and implements plans consistent with the long-term interest of the organization.</p> <p>Planning: Determines the length and difficulty of tasks and projects. Breaks down work into process steps. Develops schedules and anticipates problems or roadblocks.</p> <p>Organization: Can arrange resources and information in a useful manner to get things done and accomplish goals.</p> <p>Partnering: Collaborates across programs to build relationships and achieve common goals. Utilizes mediation and conflict resolution skills to build consensus.</p>
Minimum Education, Experience and Training	<p>Preferred:</p> <ol style="list-style-type: none"> 1. A.A. or higher in a related field. 2. Two years' experience working with school-aged children, preferably in an after-school or summer program <p>Required:</p> <ol style="list-style-type: none"> 1. One year of related experience, paid or unpaid. 2. Ability to pass a criminal history background check, specifically no crimes against children or vulnerable adults. 3. Valid driver's license and vehicle insurance.
<p>While this job description is an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from jobs and to assign other duties, as necessary. This job description does not represent a contract for employment.</p>	
<p>Employee Signature:</p>	
<p>Date:</p>	