

Job Description: Youth Program Coordinator
Status: Full time/Exempt
Reports To: Director of Residential Services

The Youth Program Coordinator is responsible for developing, coordinating, and providing strategic and operational leadership for the programs focused on intervention and prevention with children and youth exposed to domestic violence. The Coordinator will work with other Julian Center staff on the development and expansion of the programs serving over 600 youth annually with the goal of implementing programs which contribute significantly to permanently breaking the cycle of violence.

Primary Responsibilities

- Identify, create and implement high quality programming and curriculum for the youth programs, building on best practices in the field, innovation, and sharing of resources.
- Maintain the budget for the youth program.
- Identify and reach out to community partners to create programming opportunities; Build partnerships with volunteers, community members, and other organizations that provide services to the children and families; formalize these partnerships with an MOU.
- Responsible for maintaining a functioning, safe, positive physical space for the youth who attend the programs, including: ensuring that all needed supplies are available and maintained, furniture and equipment is maintained, maintenance requests are sent,
- Assist in the preparation of grant reports as requested, including tracking data, report cards and enrollment numbers; Maintain files and enrollment forms for each child.
- Work closely with the families who reside at the Julian Center Shelter; Maintain relationships with former residents and encourage them to continue to use Julian Center programs.
- Attend trainings, conferences and community meetings relating to out-of-school time programs; Create and find training opportunities for Julian Center staff.
- Supervise all Children's programming staff & interns
- Regularly communicate with team members, including weekly meetings with Children's Services Manager, weekly Clinical Team Meetings, and other meetings as necessary.
- Actively engage and energize Julian Center staff members, volunteers, board members, committees, partnering organizations, donors, and grant funders in the youth programs.
- Support Julian Center development staff through participation in fundraising events, tours, meetings with current or potential funders or donors, news stories, thank you letters to supporters, assistance with grant proposals, reporting for grants, identification of needs, and communication of relevant stories.
- Other duties not included here may be assigned.

Required Qualifications

- At least 5 years of experience working with youth in a leadership role
- Bachelor's degree required, preferably in a field related to child development or education
- Ability to work effectively with diverse staff, parents, and community members
- Previous Supervisory Experience
- Ability to implement and supervise a positive learning environment
- Experience with conflict resolution and de-escalation
- Commitment to non-violent and cooperative work environment

- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation

Preferred Qualifications

- Fluent in Spanish
- Grant writing/management experience
- Project Management Experience
- Experience working with At-Risk Youth

I have read the above job description and understand that this outlines the primary responsibilities and functions of my position. I further acknowledge that a copy of this description was provided to me on the date signed below.

Staff Signature

Date

Staff Printed Name

Supervisor Signature

Date

Supervisor Printed Name

