



Coatesville Youth Initiative, Youth and Family Engagement Coordinator

JOB DESCRIPTION

Position: Youth and Family Engagement Coordinator
Agency: Coatesville Youth Initiative
Supervised by: CYI Associate Director of Data and Evaluation
Term: Full-time, Exempt
Location: Coatesville, PA
Salary: \$40,000, plus benefits

Organization Description:

The Coatesville Youth Initiative fosters collaboration among and between all members, agencies and organizations in the greater Coatesville community where youth and young adults can build strong character to reach their full potential. Our work involves training youth leaders, enhancing family relationships, building community collaboration, and encouraging prevention education.

Position Description:

The Youth and Family Engagement Department provides opportunities and support for youth to engage in educational, economic, character building, and service experiences. Initiatives for parents and families are created in an effort to increase active participation, communication, and collaboration between parents, kids and families.

The Youth and Family Engagement Coordinator is primarily responsible for implementing the organizational vision for the Youth and Family Engagement Department. This includes oversight, development, marketing, implementation, and direction of all CYI Youth Programs and Activities, including but not limited to: 1) the ServiceCorps Summer Youth Employment and Leadership Development Program and 2) the Game Changers Youth Council. This position also oversees all aspects of the CYI Parental Engagement strategy including but not limited to: 1) facilitating a service providers group 2) providing parental support, 3) offering information and referral services, and 4) implementing evidence-based practices to strengthen familial relationships between parents and their child(ren) in the greater Coatesville community. The Coordinator is responsible for developing action plans, benchmarks, and associated timelines for programs and initiatives in the Youth and Family Engagement Department.

This is a mid-level position in a fast growing, dynamic, and forward thinking agency. Prior staff supervisory experience and program management experience is required, preferably in youth development, workforce training, youth services, parental engagement, and/or the social service field. Ideal candidate will have demonstrated performance management experience and a track record of successful program outcomes.

Position Duties:

YOUTH DEVELOPMENT

- **Oversee the ServiceCorps Program**
 - Coordinate all marketing efforts, information sessions, and community presentations for the program, in partnership with the Development Director
 - Coordinate ServiceCorps program planning, including setting up presentations at schools, setting up informational sessions in the community, overseeing the application and selection process, and securing host sites, facilities and transportation needed for the program
 - Provide daily support, guidance, motivation and oversight to the participants to help them stay on track and uphold the standards and expectations of the program

- Construct the agendas for the participants' orientation, resource days, and graduation, with the input of other CYI staff and youth participants
 - Conduct participant and host site trainings, and coordinate trainings involving other presenters as needed
 - Ensure the personal development of participants, with training and support on goal-setting, leadership, civic engagement, academic achievement, and health
 - Conduct site visits multiple times during the duration of the program to ensure program quality from the perspective of both the participant and the host site supervisor, and troubleshoot any issues immediately
 - Create and distribute program updates, to be sent to parents, participants, host sites and funders of the program
 - Plan and implement a civic engagement project in partnership with ServiceCorps youth
 - Create, collect, and process various evaluations throughout the program
 - Create a summary report at the end of the program
 - Prepare printed and electronic material needed for the program
 - Serve as the media contact for the program
 - Ensure the highest quality of service to the ServiceCorps participants and the host sites
- **Advise the Game Changers Youth Council**
 - Recruit and retain participants for the Game Changers Youth Council
 - Serve as the advisor to the Game Changers Youth Council, which includes planning and implementing activities with youth support
 - Attend Game Changers Youth Council and Officers' meetings
 - Guide and support the group through every aspect of their operations as needed
 - Connect the group with other staff and resources as needed to execute their tasks
- **Supervise and Mentor Youth Programs staff**
 - Manage, develop, model, motivate, and support volunteers serving in teen programs
 - Work collaboratively with youth program staff to coordinate programming
 - Oversee their professional development
 - Supervise interns and program assistants

PARENTAL ENGAGEMENT

Offer information and referral services

- Work with families to make referrals to community organizations, resources and services

Implement evidence-based practices to strengthen family relationships

- Family Group Decision-Making
- Strength based mediation

Participate in Community Outreach

- Attend meetings and events that relate to parental engagement in Chester County, and ties to your role
- Work with local schools, education agencies, youth-serving agencies and other community partners, to identify and implement solutions to issues surrounding youth and families

Required Experience:

- Bachelor's degree required. Knowledge of youth development, prevention strategies, strength-based interventions, crisis management, trauma informed approaches a plus
- A minimum of five (5) years of experience working with adolescents and young adults, which should include experience working with underserved youth and experience coordinating medium-sized youth programs (serving 40 or more youth) including outreach, project management, partnership development, training youth participants, conflict resolution skills/techniques, resource and referral, etc.
- Demonstrated experience working with families including families in crisis, those involved with multiple systems, and/or those with difficulty accessing services
- Demonstrated program management experience required. This includes managing all aspects of a direct service program from policy and program structure development to program marketing to program implementation and evaluation. Includes experience with program coordination, participant outreach and recruitment, project

management, program curriculum/model implementation, group facilitation, conflict resolution skills/techniques, resource and referral, etc.

Required Skills:

- Commitment to the mission and values of CYI
- Ability to relate to a culturally diverse population, including the ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people and staff
- Ability to handle multiple tasks simultaneously
- Experience building and maintaining successful relationships with community partners
- Experience overseeing a community based committee or work group (recruiting participants, building agendas, facilitating meetings, and implementing established committee goals)
- Must have strong interpersonal skills and the ability to work collaboratively on a team
- Possess a valid driver's license, auto insurance, a clean driving record and access to a reliable vehicle for frequent travel to and from work sites
- Excellent oral and written communication, ability to keep accurate records and reports, and meet deadlines
- Experience facilitating teambuilding, workshops, and/or icebreakers
- Ability to work independently and as a member of a high performing team. Must be flexible, have initiative and operate at a high level of productivity. Ability to collaborate and delegate a must
- Demonstrated ability to cultivate relationships with families, school officials, and service providers
- Skillful in office-based computer applications: MS Office (Word, Excel, Access, Power-Point, Outlook) and Internet & social media preferred
- Pennsylvania ACT 153, PATCH, and COGENT Clearances required.

The mission of the Coatesville Youth Initiative is to contribute to a vibrant future for Coatesville by engaging youth in experiences that support their success in school and in life, and by uniting a wide range of partners to make the community better for everyone.

How to Apply:

Please submit your Cover Letter and Resume as an attachment via e-mail to Cherry Grubb at:
cherry@coatesvilleyouthinitiative.org

Applications without both resume and cover letter will not be considered.

If you do not have e-mail, you may fax cover letter and resume to 610-380-0207, ATTN: Human Resources

The Coatesville Youth Initiative is an equal opportunity employer.