



Teen Program Coordinator

Status: Full-time, 40hr/wk, non-exempt

Salary: \$25-\$30/hr, DOE

Reports to: Executive Director

Position Purpose:

The Teen Program Coordinator is responsible for development and implementation of middle school and teen programming at the Community Resource Center of Stanwood Camano (CRC-SC). Coordination of youth programming requires the knowledge, skills and abilities to work effectively with teens (grades 6-12) and the ability to tailor teen activities to promote positive youth development, inclusion, resiliency-building, and self-discovery. Strong collaboration skills, ability to engage with community partner agencies, and the school district are other key requirements of the CRC-SC's Teen Program Coordinator. This position requires great customer service skills, a positive can-do attitude and strong relationship building skills in order to build robust teen programming for our community.

Essential Job Duties and Responsibilities:

Teen Program Coordinator:

1. Creates and coordinates developmentally appropriate activities, programs, field trips, events and enrichment classes to engage community teens.
2. Ensures proper supervision and management of teens during activities, programs, field trips, events and enrichment classes to keep teens safe and appropriately engaged.
3. Will work in partnership with CRC-SC staff to recruit, train, schedule and keep teen volunteers actively engaged.
4. Creates and/or maintains relationships with local schools, youth organizations, partner agencies and local businesses to provide quality programming and support for CRC-SC programs.
5. Attend meetings and/or events to promote youth programs and the CRC-SC.
6. Responsible to actively promote teen activities through various methods: online presence (social media), in-person presentations at community groups/events, flyers, paper media advertisements, etc.

7. Responsible for program budget allocation and related administration.
8. Responsible for identifying key stakeholders and advisory agencies and engaging each in an effective and efficient manner to meet the goals of the CRC-SC's strategic plan.

General Job Duties:

1. Keeps current with research, literature and best practices as related to family support principles, community support, poverty and youth development.
2. Performs some administrative functions as needed: answers and routes telephone calls, checks agency voicemail and routes messages, greets, and assists clients.
3. Keeps current with center operations and procedures; assists in center operations when needed; responsible for opening-up and closing duties as applicable; responsible for correct procedures of receipting, documenting and safe storage of program money, supports all CRC-SC events as necessary.
4. Other duties as assigned, related to the general functions as outlined above.

Skills Required:

1. *Customer focused*: Striving for high participant satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible for all users of the CRC-SC.
2. *Coach-ability*: Being receptive to feedback, a willingness to learn, and embracing continuous improvement.
3. *Collegiality*: Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.
4. *Initiative*: Taking ownership of your work, doing what is needed without being asked, following through on tasks and assignments.
5. *Efficiency*: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Minimum Qualifications:

- High school diploma or equivalency OR Bachelor's Degree in a social services field of study.
- Must be able to pass a background check and have a clean driving history.
- A minimum of two-years relevant work experience, or any equivalent combination of education, training, volunteerism and previous work experience that provides the required skills, knowledge, and abilities.
- A minimum of two-years relevant work experience with proven leadership responsibilities.

- Strong knowledge and understanding of youth development as well as barriers facing families and individuals living in poverty. Capable of relating well to individuals from diverse backgrounds, cultures, education levels and varied socio-economic backgrounds.
- **Leadership Skills:** ability to inspire a team environment with a culture of open communication, set clear team goals, delegate tasks and set deadlines, set a good example, act as the point of contact for all team members and act proactively to ensure smooth teamwork and effective collaboration.
- **Communication Skills:** ability to communicate clearly and effectively, both verbally and in writing, with people from a variety of cultural, economic and ethnic backgrounds; individuals with disabilities hindering communication; and individuals lacking fluency in verbal or written English. Utilizes proper grammar, spelling, punctuation and composition.
- **Computer Skills:** Working knowledge of Microsoft Excel, Outlook and Word. Ability to perform thorough internet searches, accurately complete data entry logs and clearly transmit information through email. Ability to work effectively with specialized software applications.

Work Environment and Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. While performing the duties of this job, the employee will operate standard office equipment including computers, telephone, and related equipment. The employee is required to regularly sit, talk and/or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms, balance, twist at the waist, stoop, crouch and/or kneel. The employee must also occasionally lift and/or move up to 40 pounds.