



JOB ANNOUNCEMENT

JOB TITLE:	Youth Development Program Coordinator
PROGRAM:	Youth Development
SUPERVISED BY:	Senior Program Manager, Youth & Family Programs
EMPLOYMENT STATUS:	Full-time, Exempt
SALARY:	\$3,336.25 per month

BASIC RESPONSIBILITIES:

Under the supervision of the Senior Program Manager, the Youth Development Program Coordinator, in collaboration with the Senior Program Manager, is responsible for the coordination and development of the Youth Development Program. Primary responsibilities include but are not limited to program planning and development; site management, staff supervision, community networking, establishing and maintaining collaborative relationships, marketing and public relations, monitoring program operations, evaluating program services, and reporting and managing YD program data..

MAJOR DUTIES AND RESPONSIBILITIES:

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Work as part of the NewHolly, Youth and Family Leadership Development Team and agency teams.
- Abide by the agency's confidentiality policies.
- Strong focus on integration/connections with other ASC programs and services.

SPECIFIC DUTIES:

1. Actively coordinate and participate in the provision of YD programming at designated ASC locations.
2. Ensure implementation of youth development best practices relevant to target population.
3. Ensure that contractual program and financial goals are met.
4. Ensure that the professional development and training needs of staff members are met in accordance with established policies, agency expectations, funding rules, and/or state law.
5. Closely work with other ASC programs to integrate services across program boundaries and maximize benefits for all participants and their families.
6. Actively evaluate overall program performance on a regular and ongoing basis and use collected information to make needed improvements.
7. Actively participate in new initiatives to expand programs and services in response to identified needs in the community and mission goals of the agency.
8. Support agency efforts to develop funding and other resources for youth programming.
9. Comply with and enforce agency administrative procedures and policies to assure efficiency and reduce delay and complications (re: payroll, funds requests, reporting, etc).
10. Actively participate in hiring and orientation of staff members, interns and volunteers.

11. In partnership with Senior Program Manager, conduct semi-annual performance evaluations for all staff members and quarterly evaluations for interns, as appropriate.
12. In partnership with Senior Program Manager, coordinate reporting for accuracy and completeness of data in ETO and any other relevant ASC databases in accordance with agency requirements.
13. Represent YD and all ASC programs with our community partners and the community at large to assure high visibility, maximum cooperation, high quality services, contract compliance and further program development.
14. Attend required meetings both at ASC (such as All-staff, YFLDT, Program Leaders, & Management Team) and relevant collaboration meetings in the community (eg: NH Youth Cluster).
15. Ensure outreach to promote Youth Development Program.
16. Encourage and support connections with families of YD Program participants.
17. Convene and facilitate regular YD program staff meetings.
18. Other duties as assigned by Senior Program Manager, or Director/s.

MINIMUM QUALIFICATIONS:

EDUCATION: BA in related field Social Sciences or related field. MA in related field preferred.

EXPERIENCE: Youth work experience. Supervisory experience. Program Management experience. Two year paid or volunteer experience with a non-profit organization required.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES - REQUIRED:

- Solid understanding of issues and dynamics, as they relate to the population served by ASC, including African American and refugee/immigrant.
- Thorough knowledge of human development.
- Strong experience in successfully coordinating programs.
- Knowledge of and experience in activity planning, coordination, training/evaluation
- Strong knowledge of software programs used in the agency (ETO, Word, Excel, and Outlook)
- Strong degree of accountability and dependability
- Strong attention to detail, follow-up and timely completion of assigned tasks (documentation, reviews, etc).
- Strong organizational skills managing complex tasks associated with providing services under multiple contracts with different expectations, requirements, and outcomes.
- Demonstrated ability to work effectively independently and as part of a team
- Solid communication skills (written and oral), collaboration and intervention skills
- Demonstrated ability to effectively and respectfully resolve conflicts
- Demonstrated ability to perform work in a professional manner and in compliance with professional and ethical boundaries set forth in the standards of recognized professional organizations
- Ability to access community services and resources.
- Strong public speaking skills.
- Ability to represent and promote Atlantic Street Center in a variety of settings.
- Ability to establish effective working relationships with multi-cultural staff, program participants, collaborators, community representatives, fund sources, and the general public.
- Effective ability to multitask.
- Must be a self starter and exhibit initiative.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES – PREFERRED:

- Strong knowledge of community resources in the greater Seattle Metropolitan area.
- Knowledge of 40 Developmental Assets.
- Knowledge of Family Support and Community Building principles.

WORKING CONDITIONS:

- Position requires driving your own vehicle (for off site meetings, and possible school visits or home visits), valid WA state driver license, and having your own car insurance according to WA state law.
- Position requires driving agency van to meet program needs (eg: field trips). Driving time should not exceed 20% of work hours.
- Position requires certification in CPR/1st Aid (must be obtained within 3 months of hire).
- Position requires WA State Counselor Registration (must be obtained within 6 months of hire).

TO APPLY: Qualified individuals should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications to:

**Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144**

**FAX: 206-329-2171
E-mail: jobs@atlanticstreet.org**

Atlantic Street Center is an Equal Opportunity Employer. Women, persons of color, and individuals with disabilities are encouraged to apply. Employment at Atlantic Street Center is of an at-will nature.