



Youth Programs Coordinator

Part Time Position

General Responsibilities:

Coordinate services for the WellSpring Youth Team and Youth Coalition.

Essential Functions:

1. Provide leadership support for all WellSpring Community Network Youth Coalition meetings, steering committee meetings, and ad hoc committee meetings.
2. Recruits and maintains a diverse mix of youth participation in the WellSpring Youth Coalition. Provides training and information as needed to enable committee work effectively in teams, make quality decisions, and successfully execute plan.
3. Ensure development of meeting agendas, meeting notices, recordkeeping and other administrative duties relating to the youth team and youth coalition are met.
4. Ensure all grant record keeping, reporting, and recording requirements related to the youth coalition/team are met.
5. Provide leadership in planning and coordinating youth driven community and school based education and awareness events, media campaigns, and community/parent outreach.
6. Work closely with Capacity Building Team in securing in-kind donations, and identifying and pursuing local funding opportunities from individuals, service clubs, businesses and foundations.
7. Leverage resources for sustainability of WellSpring Community Network: research, identify, and prepare applications to obtain funding for various projects, studies, or programs. Work with capacity team to secure in-kind donations and to identify local funding sources from individuals, service clubs, businesses and foundations. Develop and administer youth programs as needed.
8. Develop and maintain a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations. Prepare and submit timely reports, budget and financial operations, and projects and resource development in line with Network goals and in compliance with the DFCG.
9. Establish and maintain effective working relationships with other coalition board, staff, service providers, contractors, public officials, the general public, and representatives of other agencies.

Minimum Qualifications:

1. Bachelor's degree in Education, Social Services or closely related field required. Or, a minimum of two years education in closely related field combined with 2 years of related may be substituted for Bachelors Degree requirement.
2. Working knowledge of Microsoft Office software applications including; Excel, Word, Publisher, etc. Must have exceptional interpersonal relations skills, strong organizational skills and the ability to create and maintain community partnerships.
3. Ability to communicate effectively both orally and in writing and ability to make effective public presentations on technical, complex, and often, controversial information.

Preferred Qualifications and Skills

1. Thorough knowledge of planning principles, practices, and techniques as they relate to community development, with special emphasis on programs and services for youth and families.
2. Strong operational skills in data collection and analysis, and grant-writing skills.
3. Working knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
4. Experience working with youth and school programs.
5. Working knowledge of principles and techniques of program evaluation and monitoring.

Employment Requirements

1. Ability to independently initiate, plan and complete work assignments
2. Appear for scheduled work with regular, reliable and punctual attendance.
3. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
4. Effectively plan and organize work and complete tasks within prescribed timeframes.
5. Travel required, reimbursed within travel budget. Use of personal vehicle, valid Washington State Drivers License and Auto Insurance required.
6. Successful completion of drug test, criminal records, and fingerprint background check.
7. Ability to lift and carry supplies and/or equipment weighing up to 50 pounds.

Employment Information:

Employee will work other than a traditional work week, including evenings and weekends. Location: Long Beach, Washington

Assignment: Part Time

Salary Range: \$16-\$18/hour DOE