Youth Development Programs Assistant Coordinator

Reports To: Youth Development Coordinator Date: 1/1/2021
Department: Youth Development
FLSA Status: Non-Exempt Pay Grade: 8
Provisional Period: 12 months

Position Summary:
As a member of the YWCA New Britain, the Assistant Youth Coordinator includes provision of direct programming with middle and high school youth. They will work with direct service staff in after school programs for middle and high school students to ensure the integration of best practice principles in after school programs in accordance with the Assessing Program Practices Tool (APT, NIOST). Assist programs to meet standards set by funders, professional organizations, and regulating agencies. Bachelor’s degree or equivalent, and minimum one year of prior youth development experience with increasing responsibility including supervision of personnel required. Three-five years of experience in after school programming with similar ages preferred. Have or obtain “A endorsement” on driver’s license and provide student transportation using the YWCA van as needed.

Performance Standards:

* Responsible for the coordination and implementation of Healthy Choices curriculum with middle school and high school girls in accordance with grants and respective funding requirements, including: review of and integration of Stop SV Strategies into policies/procedures/practice
* Assist in hiring, training, and evaluating part time youth development staff in accordance with agency policy, state and federal EEO laws and regulations.
* Assist with the recruitment and enrollment of middle school youth into after school programs.
* Maintain ratios and conduct programming in accordance with YWCA policy, professional quality standards set by state/national professional organizations and funders.
* Assist with the creation of staffing and program schedules for summer and after school programs.
* Understand the continuous improvement cycle and utilize Quality Assessment tools.
* Incorporate distinct program elements that promote social emotional skill development and life skills, including but not limited to: teen pregnancy prevention, successful academic completion, healthy nutrition and lifestyles, esteem building, peer relationships, anti-bullying, and peer pressure.
* Promote safe, healthy, age appropriate and stimulating environment for all students, regardless of race/ethnicity/sexual orientation.
* Abide by YWCA policies, including, positive guidance policies, in the implementation of programs.
*Assist with coordination of community involvement through on-going outreach and partnership in the community.
*Assist with the coordination of transportation as needed.
*Assist with coordination of parent engagement events.
* Act as a substitute in program when required to maintain ratio
*Assist with the purchase of program supplies in accordance with agency budget and with permission from Director of Programs and Grants/Coordinator.
*Maintain statistics and up-to-date records, including attendance/client services/outreach, necessary for reporting purposes.
*Positively promote the YWCA and YWCA programs within the community.
*Maintain positive relationships with children, staff, parents and co-workers.
  • Attend staff, personnel, and professional development meetings assigned, including, but not limited to, YWCA and Youth Development meetings.
  • Reliably meet deadlines.
  • Manages time and attendance well.
  • Follows the organizations policies and procedures.
  • safety policies, procedures, and regulations.
  • Follows legal and ethical standards related to job responsibilities.
  • Demonstrates proficiency in the necessary common and technical knowledge areas required for the position.
  • Maintain and care for supplies and equipment of the YWCA.
  • Accept other responsibilities and projects as assigned.
  • Promotes culture of diversity and inclusion by participating in related training to enhance your professional development; working effectively within diverse teams and with diverse populations of youth; actively work to incorporate the YWCA mission within your sphere of responsibility, including participating in agency work to build cultural competence.

**Work Environment:**
This position operates in settings which could include office, working outdoors in heat or cold, among other settings and conditions not specifically described.

**Physical Demands/Hazards/ Travel:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Must be able to talk and hear. Specific vision abilities required by the position include close, distance, color and peripheral vision, depth perception and the ability to adjust focus; must be able to carry 10-20lbs; must be able to adapt to computer systems.
• Must use own transportation for travel.

**Qualifications Required:**
Bachelor’s degree or equivalent, and minimum one year of prior youth development experience with increasing responsibility including supervision of personnel required. Have or obtain “A endorsement” on driver’s license and maintain clean driving record.

Qualifications Preferred
Three-five years of experience in after school programming with similar ages preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Employee Acknowledgement:
The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel.

I have reviewed and understand the above job description and can successfully fulfill the essential functions of the job with or without reasonable accommodation. I agree that management retains the right to change this job description at any time, with or without notice. I understand that my employment is on an at-will basis.

_________________________________
Name (print)

_________________________________   _____________________
Sign                                Date