

Job Description

Job Title: Youth Activities Network Coordinator

Department: Children and Family Services

Grade: 47 (\$24.60/hr-\$35.07/hr)

Reports To: Program Manager

Classification: Non-exempt, Full-time

Summary: This community position is responsible for networking, developing, administering, and overseeing comprehensive youth programming during out-of-school times. All programming will be designed to build protective factors around age-appropriate healthy risk-taking while reducing harmful risk-taking. Programming will serve young people by collaborating with community partners to support and create safe spaces for youth to gather, learn, explore, and build healthy relationships.

This position: collaborates, plans, and maintains effective relationships with community partners - including boards, committees, agencies, and public and private entities; works with the Advisory Board to seek and manage operating and programmatic grants; and provides essential resources, programs, and services to the youth (K thru 12th grade) of the greater Homer area.

Essential Functions:

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

1. Support existing and new programming, removing obstacles for families and increasing youth access
2. Coordinating space and coverage for youth grades K-6 during out-of-school time (pre-K and 7-12 at a later/future time)
3. Maximize program scheduling efficiency/collaborative effort among providers
4. MOA negotiations
5. Policies and Procedures; Roles, Responsibilities, and Authorities
6. Partner program assessments via Youth Program Quality Assessment (YPQA)
7. Strategic planning
8. This position will be the supervisor of future positions
9. Staff supervision and training
10. Facilities Coordination including point of contact with program facilities and consolidating Out of School Time (OST) building use, relationship with venues/vendors.
11. Budget Management including fund development and management in collaboration with Advisory Board while supporting sustainability and fund development in partnership with the Advisory Board
12. Grants Management
13. Community outreach and engagement on behalf of the program
14. Presence at community events (e.g. Rotary Health Fair, Safe & Healthy Kids Fair)
15. Coordinate and align with SKP Resilience Coalition efforts on Planet Youth Homer
16. Work with families to navigate community resources and programs

Competencies:

1. Communication
2. Person-Centered Practices
3. Evaluation and Observation

4. Crisis Prevention and Intervention
5. Safety
6. Proven ability and reputation as a positive and effective program coordinator and co-worker
7. Strong supervisory skills and compassionate service with youth and adults
8. Strong leadership and coalition-building skills to engage diverse community partners
9. Excellent communication skills and ability to network with community leaders and stakeholders while building strong relationships and demonstrating sensitivity to community dynamics
10. Ability to plan, anticipate needs, sustain initiative, and follow through
11. Ability to creatively work without hands-on direct supervision
12. Experience in grant management, budgeting, and program evaluation
13. Knowledge of evidence-based/informed prevention strategies and youth engagement practices
14. Hard working and accustomed to demanding work environments

Supervisory Responsibility: This position will supervise future positions such as Youth Development Leaders and a Family Engagement Coordinator position (to be hired at a later date).

Work Environment:

This position operates in a professional office environment, in the community, and in client homes.

1. Hours/week: 40 hours per week (1.0 FTE)
2. Based in Homer, AK with travel throughout the day to partner/satellite locations throughout the Southern Kenai Peninsula.

Physical Demands:

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. While performing the duties of this job, the employee is regularly required to communicate with others. The employee is regularly required to stand; walk; sit; and use a variety of tools, equipment, and computers. The employee may be required to lift heavy objects. This position has an inside work environment and occasional outside work with exposure to weather conditions. Occasionally may come in contact with blood borne pathogens.

Position Type and Expected Hours of Work:

This is a full-time position, (40 hours/week) and hours of work are based upon programmatic needs which will include after school hours and may include evenings and weekends.

Travel: Community travel is expected for this position within the SPBHS service area. Some travel outside the service area may be required occasionally.

Required Education and Experience:

1. High School Diploma (or equivalent) or two years of experience working directly with youth.
2. Organizational skills and ability to meet time deadlines.
3. Excellent verbal and written communication skills.
4. Experience working independently and using good judgment in a variety of circumstances.
5. Proficiency with computer technology including Windows and Microsoft Office.
6. Experience working with individuals and families from diverse backgrounds and cultures.

Preferred Education and Experience:

1. Bachelor's degree
2. Educational focus - Public or Behavioral Health, Education, Social Work, Community Development, or other related fields

3. Experience in project management, coalition leadership, or community-based prevention programming.
4. Experience in youth development, mental health, or substance use prevention.
5. Knowledge of the Icelandic Prevention Model (IPM), Strategic Prevention Framework (SPF), or other community-based prevention strategies.

Additional Eligibility Qualifications:

1. Valid Alaska Driver's License with a clean driving record.
2. Must be able to provide proof of Automobile Insurance.
3. Must be able to pass a State of Alaska Background Check.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Application Instructions

If interested in this position, please fill out an application on-line (www.spbhs.org) or in-person (3948 Ben Walters Lane) and attach or email a cover letter, resume, and three professional references to hr@spbhs.org. The position will remain open until filled.