

Position Title:	<b>Youth Program Coordinator</b>	Department:	<b>Sky Valley Resource Center</b>
Reports to:	<b>Executive Director, Sky Valley</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	<b>04/06/2017</b>	Supervises:	Yes <input checked="" type="checkbox"/> <b>Volunteers</b> No <input type="checkbox"/>

The primary focus of this position is the development, management, and administration of youth programs to further Volunteers of America Western Washington’s mission to serve people and communities in need and create opportunities for people to experience the joy of serving others.

### 1. Outreach and Development

- In cooperation and partnership with Director of Sky Valley Services:
  - Secure financial and in-kind donations from individuals, businesses, and neighborhood community
  - Develop and maintain ongoing relationships with donors
  - Oversee organization of special events for the program
  - Ensure messaging, service, and branding is consistent with agency’s mission and goals

### 2. Supervision & Management of Community Volunteers

- In cooperation and partnership with Volunteer Engagement Services:
  - Organize & lead group volunteers to provide services and/or engage the community
  - Ensure high standards of service and delivery in a positive and respectful atmosphere to youth and their families
  - Ensure all volunteers maintain and present the highest level of professionalism at all times
  - Provide leadership and clear vision in order to support the empowerment and growth of others

### 3. Administration & Documentation

- Ensure all documentation & reporting is completed in an accurate and timely manner
- Keep current on changes in the industry and awareness of trends

### 4. Program Coordination

- Engage children and young adults into conversation to determine their needs and interests
- Develop trusting relationships with both youth and their families by using an asset-based and trauma-informed approach
- Design, develop and implement dedicated youth programs to meet the varying needs of the youth
  - • Assist members in developing social and life skills through positive role modeling and learning activities

- Partner with community organizations to provide enrichment and cultural identity activities
- Coordinate community relations campaigns to promote youth programs
- Conduct volunteer training programs to ensure that all personnel are on the same page regarding achievement if program objectives

### **Required Knowledge, Skills and Abilities**

- Maintain effective organizational and interpersonal skills including written and verbal communication skills.
- Have a thorough knowledge of MS Excel & Word and be computer-savvy with electronic documentation processes.
- Be able to identify and resolve problems in a timely manner; gather and analyze information skillfully.
- Resolve conflict and be able to identify potential conflict amongst others or those being cause by oneself.
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables.
- Understand the big picture and be able to visualize solutions & implementation strategies.
- Accept responsibility for one's own actions and follow through on commitments.
- Take initiative and independent action; asks questions wisely and as necessary.
- Be committed to the agency's mission and objectives.
- Have a curious nature and need to learn and encourage learning in others.

### **Additional Qualifications**

- Previous experience with youth programming and/or a transferrable job experience
- Demonstrated skill of effective team building & supervision of volunteers
- Knowledge of community and state resources
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation
- Able to pass background check to allow for working with vulnerable adults/seniors and children
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

### **Physical Demands & Working Conditions**

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job.

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

1. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
2. Must be able to effectively communicate with co-workers and clients.
3. Must be able to reach above head and perform repetitive movements.
4. Must be able to drive agency vehicle and have reliable transportation for off-site meetings and events.
5. Must be able to lift items up to 50 lbs. consistent with assistance.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*