

## POSITION DESCRIPTION



### **Title:** Children & Youth Support Coordinator

**Department:**  
La Posada Interim Housing

**Exemption Status:**  
Exempt

**Reports To:**  
Program Director

**Last Revised:**  
February 2022

**Titles Reporting to Job:**  
Family Support Case Aide

### **Position Summary:**

Under the direct supervision of the Program Director, plans, develops, organizes and oversees the activities of the Children and Youth After-School Activities Programs and The Little Club. Recommends, develops, designs and oversees educational and recreational activities for school age children and youth.

### **Essential Duties and Responsibilities:**

#### **Agency:**

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. Is actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines.
6. Accountable for daily activities within the allowable activities approved by the Agency.

#### **Essential Duties:**

Include the following, other duties as assigned:

1. Provides direction, supervision and ongoing support to the Family Support Case Aide.
2. Provides leadership in regard to the ongoing assessment, planning, and implementation of programming activities for the children and youth support services.
3. Serves as the main contact for volunteers and coordinates the scheduling and planning of program related volunteer projects as needed.
4. Identifies, acquires and maintains age appropriate educational and recreational curriculum and materials. Develops short and long- term activity plans, under the guidance of the Program Director.
5. Ensures that child and youth participant records / files are maintained for all children and youth who participate in the After School Programs, and that documentation is thorough and up-to-date regarding all aspects of service delivery provided and any/all issues relevant to the child/youth.
6. Supervises assigned program staff and manages all aspects related to their personnel issues and completion of all required personnel documentation (e.g. timesheets, performance evaluations, evidence of supervision, etc.)
7. Compiles program statistics and prepares reports related to children and youth support services and supervision, as requested by the Program Director.
8. Serves as a liaison for parents and participants with local schools, as needed.
9. Provides direct homework assistance and coordinates tutors as needed.
10. Develops and implements expressive shared activities such as peer group, projects; art, reading and crafts designed to develop confidence and promote participants' emotional, nutritional, developmental, and physical health and well-being.

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11. Prepares for spring, winter and summer break activities, including coordination of meals and transportation for scheduled field trips.
12. Other duties as assigned to fulfill the mission of the program and agency needs.

**General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

**Education/Experience:**

A Bachelor's degree in Social Work or related human services field is required. Prior professional experience working with children and youth is strongly preferred.

**Language Skills:**

Must be bilingual (English & Spanish); Must be able to understand and proficiently read, write and speak in both languages.

**Computer Literacy & Knowledge Skills Abilities:**

Computer literacy is required. Must be proficient in the use of Microsoft Office applications including Outlook, Word, Publisher and Excel, to enter and retrieve data as needed.

**Mathematical Skills:**

College level math skills required; at minimum, the ability to read and summarize statistical reports; ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

**Operating Environment and Working Relationships:**

Ability to work independently and collaboratively, as indicated. This position interacts regularly with multi-level LP staff, participants and other staff throughout the agency. Must develop and maintain positive and professional relationships with internal and external stakeholders. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively with diverse populations. Must help create and maintain a congenial work environment within the La Posada program.

**Decision Making Authority:**

Under the guidance of the Program Director, the Children and Youth Support Coordinator must demonstrate the ability to work independently in executing tasks, utilizing good judgment and sound decision-making; must demonstrate discernment regarding issues or situations, which warrant supervisory attention.

**People Management:**

This position provides supervision to the Family Support Case Aide.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, bend, sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

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**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment can vary from quiet to very loud depending on the activities occurring.

**Other:**

Must possess excellent interpersonal skills. Professional image and presentation expected, at all times.

Must possess exceptional time management and organizational skills.

Must be able to travel to other locations throughout the city or state as part of professional development trainings, conferences or other events.

The ability to listen to and understand information and ideas presented through spoken words and sentences; work effectively under pressure; and, the ability to establish and maintain harmonious working relationships with others and the public.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
  
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_