

# Youth Coordinator

**Location:** Los Robles & Undisclosed Domestic Violence Sites

**Published:** January 22, 2019

**Hours:** Full-Time; some flexibility in scheduling



## SUMMARY

The Youth Coordinator is responsible for fostering the development and holistic well-being of Door of Hope's pre-teens and teenagers (grades 6-12), primarily through one-on-one mentorship, coordinating and overseeing volunteer mentors, teen programming, and by coordinating and building partnerships with outside organizations that support our teens (ex. churches, agencies that specifically work with teens at-risk). The Youth Coordinator reports to the Pasadena Program Manager, but also is responsible for the youth program at the Undisclosed Domestic Violence site. This person is an example of Door of Hope's core values: Christ-Centered, Holistic, Compassionate, Relational, and doing all things with Excellence.

## RESPONSIBILITIES

- Oversee and manage the recurring teen programming, including one-on-one mentorship with both the Youth Coordinator his/herself and with community partners
- Invest in the youth and care for their individual needs and development with a focus on social, emotional, and spiritual well-being
- Advocate for youth in a variety of ways, including academic
- Train, manage, and coordinate volunteers and tutors
- Maintain and build strong relationships with community partners
- Lead and coordinate activities, field trips, special events, and outings for youth intended to broaden their horizons
- Maintain regular, open and honest communication with parents to best support the development of their youth
- Assist in Door of Hope's After School Program (grades K-5) for 1 hour/day, 5 days/week under the direction of the Children's Coordinator
- Attend weekly program staff meetings to learn about family progress and provide input into program development focused on the youth
- Network and build community partnerships that will enrich Door of Hope's programs
- Perform any other task necessary to support the mission of Door of Hope

## QUALIFICATIONS

- Bachelor's degree in social work, education, or similar field strongly preferred
- MSW or similar relevant Master's degree strongly preferred
- 2-3 years of experience working with middle to high school aged youth strongly preferred
- 2-3 years of experience working with children and/or youth at-risk strongly preferred
- Domestic Violence trainings or certification strongly preferred
- Valid driver's license and reliable transportation required
- Bilingual Spanish preferred