



## YOUTH COORDINATOR

*Full-time (30 hours/week), Nonexempt*

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). Additionally, this person will assist in weekly children's evening programming. The Youth Coordinator reports to the Children & Youth Manager and services youth at all 4 of Door of Hope's Transitional Housing sites.

### Schedule

- 30 hours/week
- Monday-Friday evenings, some Saturdays

### Responsibilities

- Oversee and manage the recurring teen programming, including one-on-one mentorship, and tracking of youth engagement
- 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
- 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 Children's Programming (grades K-5) under the direction of the Children's Coordinator and/or Program Manager
- 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 a similar field, or relevant experience 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
- Valid driver's license and reliable transportation required
- Bilingual Spanish preferred

### Character (Do you embody Door of Hope's four core values?)

Christ-centered, expressed through:

- Faith: We have an active and personal relationship with Jesus Christ.
- Calling: Out of a sense of calling, we go above and beyond to meet our mission.
- Character: We demonstrate the character of Christ toward colleagues and families.

Empowering, expressed through:

- Trust: We trust one another, believe in one another, and give each other the freedom to take risks. (Mistakes are learning opportunities.)
- Accountability: We nurture God-given strengths through coaching and accountability.

Holistic, expressed through:

- Whole Person: Our emotional, spiritual and personal well-being matter to one another.

- Whole Organization: We are on one team with one mission. (We don't do silos.)

Relationship, expressed through:

- Family: We love, celebrate, and pray with one another.
- Reconciliation: We manage conflict, practice vulnerability, and pursue diversity with honesty and grace.

*To apply, email your resume and brief cover letter to [jobs@doorofhope.us](mailto:jobs@doorofhope.us). In your cover letter, explain 1) your understanding of Door of Hope's mission and our faith-based nature and 2) tell us why YOU are perfect for this role!*