



THE GOOD FIGHT

BE PREPARED FOR LIFE

YOUTH PROGRAM COORDINATOR

The Program Coordinator will provide organizational and programmatic support. They will serve an integral role in providing and coordinating exciting youth programs and material for youth engagement. The position will ensure activities and events are effectively planned and staffing needs are met. They will support the executive director by serving as advisor/liaison for the organization in the community.

JOB DUTIES*

- Provide leadership, guidance and training for program staff.
- Conduct outreach to recruit youth for GFCC youth programs.
- Create schedules and detailed outlines of all activities and programs offered at The Good Fight.
- Maintain a positive, cooperative, and student-centered attitude that enhances the climate of the community center.
- Create content for events and help manage social media pages.
- Maintain and expand effective collaborative relationships with schools, organizations, etc. and serve as a liaison between youth program staff and The Good Fight management.
- Communicate and consistently enforce Good Fight Community Center, Inc. facility policies and procedures with all members and co-workers; demonstrating strong decision-making and conflict resolution skills with everyone when policy and procedure is violated.
- Serve as a resource by providing accurate and current information regarding activities hosted by the community center.

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of staff assigned to this role.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred in social work, sociology, psychology or related fields
- 2-3 years experience working with youth

TIME COMMITMENT

- This is a full time position; 40 hours per week.