

POSITION DESCRIPTION

Eastside Community Ministry, Inc.

CLASSIFICATION TITLE:	Youth Program Coordinator
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EMPLOYMENT STATUS:	Part-time	REPORTS TO:	Youth Program Manager
FLSA STATUS:	Non-exempt	LOCATION:	ECM Youth Center

DISTINGUISHING JOB CHARACTERISTICS

Under the guidance of the Youth Program Manager, implements the key components of the "Learning for Life Program." Leads and carries out activities for children attending the ECM Youth Program. Serves as a mentor and role model for youth and promotes a positive and safe environment, free from substance abuse and crime for children to learn and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Instructs or oversees "Learning for Life" student workers as follows:

- Explains and demonstrates job responsibilities
- Schedules student work assignments
- Maintains accurate records pertaining to timesheets, wages, savings accounts and student payroll
- Meal planning, nutrition, food preparation and sanitation bi-weekly
- Safe use of common kitchen tools and appliances
- Table manners, proper table setting, serving and cleanup
- Laundering of clothing, sorting clothes, use of washing machine, clothes dryer and ironing methods

Assists with measuring progress of youth using data collection tools and informs Youth Program Manager, Program Supervisor, and Executive Director about the participants' progress. Updates parents/guardians of youth quarterly with progress reports. Teaches all ages/subjects when necessary.

Leads and participates in other life skills, academic and vocational programming. Chaperones youth on field trips and special events. Safely drives 15-passenger van.

Follows and carries out policies and procedures as they relate to students and families. Monitors youth behavior and ensures discipline, safety and security of youth. Encourages youth to maintain the care of ECM's building and contents.

Oversees kitchen duties including meal planning, nutritious meal preparation, maintaining proper sanitation and safety standards, and ordering kitchen supplies. Includes our Youth in this process as much as possible.

Assists youth staff by loading and unloading supplies, and performing general cleaning of facility as necessary.

Promotes a safe, positive and secure environment for children after school and during summer breaks to help low-income and at-risk youth break the cycle of poverty. Challenges youth to take on responsibilities that will improve their quality of life. Encourages appropriate behavior and play.

Exhibits regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

Assists with head lice checks.

Participates in and supports ECM's special projects and fundraising activities.

4-H Volunteer

Participates in the beYOUtiful Sleepovers and activities.

EQUIPMENT OPERATED

15-passenger Van, Stove; kitchen appliances; sweeper; hand dolly; garden hand tools; washer and dryer; laminating machine; binder; audio/visual equipment; hot glue gun; copier; telephone; computer and general office equipment.

CONTACT WITH OTHERS

Youth; parents; clients; volunteers and general public.

WORKING CONDITIONS

Working conditions similar to school and cafeteria environments with occasional exposure to inclement weather conditions when supervising outdoor activities and field trips.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help ECM, employee and/or applicant identify where reasonable accommodations may need to be considered.

While performing the duties of this job, the employee frequently stands and walks, and occasionally sits. Employee converses with others in person and by telephone. The employee reaches with hands and arms, climbs and balances, and occasionally stoops and kneels when participating in youth activities. Employee lifts or exerts force on items of varying weights when loading and unloading supplies and occasionally lifts children.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: nutritional meal planning and preparation; food and supply purchasing; laundering, sorting, ironing clothing; proper kitchen safety and sanitation standards; job interviewing methods, management procedures; appropriate youth activities and conduct; public relations; risk factors and influences affecting child development and health; child abuse and neglect recognition and reporting requirements; 4-H, Christian education; diversity; public health and safety issues; Mid-Ohio and Job and Family Services Food Safety Guidelines; state driving laws and safe driving practices; basic word processing applications; software programs.

Ability to: understand and follow general directions; exercise sound judgment when dealing with youth in stressful situations; work independently demonstrating initiative; coordinate multiple tasks and activities; exhibit flexibility in work schedule and job tasks; develop and maintain effective working relationships with associates, supervisors, children, job contacts, and general public; identify and meet the needs of children; adapt student tasks to meet physical needs and abilities; and reflect Christian concern, honesty and good character.

Skill in: verbal and written communication; listening; operating electronic equipment, general office and kitchen equipment; physical management of youth; scheduling, and organizing work; planning youth activities.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High School Diplomas or equivalent and experience working with youth.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid State Motor Vehicle Operator's License.

This job description does not state or imply that these are the only duties & responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

SCHEDULE

Youth Program Coordinator will be considered a part-time employee working 28 hours a week at the rate of \$12.00 an hour.

Schedule will be as follows:

School Year Schedule:

Monday – Thursday
11:30am – 6:30pm

Summer Schedule:

Monday – Thursday
8am – 3pm

Schedule may fluctuate according to program and activity needs.