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Position: Positive Youth Development Coordinator

Purpose: To support development and implementation of our Activities program, Shelter Education program, and Mentoring program with focuses on growth and sustainability across our full continuum.

Responsibilities:

Administrative-

- Work directly with Volunteer Manager to recruit, approve, train, coordinate, and evaluate volunteer Mentors, Academic Coaches, and Activity Leaders
- Work collaboratively with the Program Managers to effectively plan and implement services coordinated by this position
- Strategize with the Program Director to develop sustainable program components to enhance services for both youth and our Runaway & Homeless Youth (RHY) continuum of care; coordinate/implement program changes
- Maintain training and understanding in Positive Youth Development and other best practices for working with vulnerable youth populations
- Review and support memoranda of understanding (MOU) directly related to program areas
- Maintain program budget
- Maintain program related files/logs, databases, forms, shared documents, and procedure manuals; implement program evaluation and assessment
- Complete required reporting
- Keep on-going communication with youth, guardians, service providers, volunteers, and partnering organizations
- Respond to voicemails, emails, and call logs in a timely manner; read staff shift logs and respond to PYD-related notes
- Implement staff training for all program areas
- Supervise and otherwise coordinate interns in the PYD program
- Coordinate special projects and programs, possibly in coordination with partner organizations
- Attend required meetings and trainings

Mentoring-

- Process Mentee applications, complete Mentee interviews, and maintain communication regarding match status
- Match approved Mentors and Mentees; conduct meet-and-matches to introduce youth and families to the potential Mentor and assist the match in setting up regular hang-out times, provide expectations for mentoring relationship
- Provide on-going match support and supervision, maintain communication monthly at minimum, conduct monthly meetings/trainings with Mentors
- Plan and implement monthly Mentoring program events/activities
- Plan and implement monthly Mentor meetings and training
- Support match termination and closure

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- Engage with wait-listed Mentees and/or Mentors

Activities and Education-

- Plan/coordinate and implement a diverse schedule of activities (fun, service learning, educational, physical, therapeutic) for youth populations within Overnight Shelter and Next Steps Transitional Living
- Consistently participate in planned activities; act as a role model for other staff and the youth populations, supporting the connection with the volunteer or partner, and providing evaluation of activity and leader
- Provide supervision and transportation support for all activities, as needed
- Maintain monthly activity calendars; discuss activity plans at weekly staff meetings
- Ensure the implementation and follow-through of weekly Resident House Meetings at Shelter (providing training as needed)
- Schedule appropriate activities for Jackson Street special events to ensure confidentiality of youth in services (e.g., Annual Open Houses)
- Ensure activity plan for all major holidays, including meeting the needs of a culturally-diverse clientele
- Coordinate Academic Coach schedules for Overnight Shelter Study Hall; maintain weekly communication with volunteers
- Communicate with Aftercare Services staff regarding activities open to past residents for the monthly newsletter
- Maintain Study Hall guidelines and on-site resources (provide training as needed)
- Remain knowledgeable of 3-county region school schedules; effectively communicate and plan with Overnight Shelters and Academic Coaches
- Provide on-site assessment and evaluation of Study Hall

Qualifications:

Minimum-

- Bachelor's degree in social services/equivalent field ~~—OR—~~ Two years' experience with program coordination and implementation AND at least one year experience working with youth and/or families who are runaway, homeless, or in crisis
- Certified in first aid, CPR, and Oregon food handler's card (or ability to attain within 30 days of start of employment)
- Able to pass a criminal history check, have a valid Oregon driver's license, have an acceptable driving record, maintain auto insurance
- Able to work flexible hours

Other-

- Experience working with community partners and social service agencies, an ability to successfully complete accurate documentation and administrative tasks
- Knowledge and understanding of Positive Youth Development best practices
- Knowledge and understanding of professional standards, ethics, and boundaries
- Demonstrate cultural sensitivity and ability to work with people from diverse backgrounds
- Preferred applicant is bi-lingual/bi-cultural and certified in lifeguarding, wilderness first aid, and small-craft safety

Pay and Benefits: Salary starts at \$37,856/year (\$18.20/hour equiv.). Benefits include paid time off and holidays, medical insurance with substantial employer subsidy, voluntary vision and dental plans, enrollment in Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted Verizon Wireless personal phone service.

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