



Youth Development Coordinator (YDC)

Job Details

Job Title: Youth Development Coordinator

Department: Youth 360 Programs

Job Type: Full-time

Supervisor: Program Director

About Youth 360 Programs

Youth 360 Programs focus on the holistic youth development experience of youth and young adults and intentionally connects them with caring adult youth workers that support them through a variety of innovative programs and services.

Position Summary

Youth Development Coordinator (YDC)

Urban Family seeks an experienced, competent and caring person to develop and manage a comprehensive youth development program. This position will create programming with and for youth with a strong sense of equity and inclusion through culturally responsive programming.

Responsibilities

- Work with youth to identify areas of interest, passion and skill development, and support youth in developing projects that highlight their learning utilizing a Youth Program Quality Framework.
- Recruit youth and monitor attendance.
- Adopt, design and implement engaging learning activities across homework/academics, enrichment, and social-emotional topics for youth.
- Design and implement a culturally responsive program and environment for all participants through strong facilitation and group management.
- Create opportunities to develop and expand leadership, college pathways, and career readiness skills.
- Assess the academic and developmental needs of the youth participants.
- Track student academic achievement.
- Organize and facilitate periodic field trips that promote youth learning and exploration.
- Develop intentional relationships with young people by acting as a positive role model.
- Establish and maintain positive working relationships with families, school personnel, and other key partners to strengthen the diversity of our youth programs. Lead and assist in the implementation of activities and events for families, staff, and volunteers. Work closely with key partners at the University of Washington (UW) to ensure smooth program coordination and communication.
- Maintain key project documents and communication to support all aspects of learning, including periodic reports, student files and updates.
- Maintain a safe, respectful and engaging environment for youth and adults during in-person or virtual programming.
- Recruit and train volunteer tutors, work-study and service learning students.
- Provide effective and supportive supervision to key staff and volunteers.
- Maintain the upkeep of the program space while working with the on-site property manager.
- Develop and maintain communication with parents and families.
- Develop and supervise community service opportunities for youth.
- Develop and maintain communication with partner schools

- Participate in agency, community, and partner training as necessary.
- Perform other duties as assigned.
- Track necessary documentation to facilitate referrals and cases to ensure accurate reporting.
- Effectively communicate with Community Partners at weekly meetings.
- Utilize customized Urban Family engagement tools and resources to help youth accomplish three out of the five development goals.
- Successfully compile and disseminate incentives while providing encouragement, motivation, and setting goals.
- Assist youth by providing useful resources and navigating services.
- Provide a structure that facilitates youth participation and engagement by involving youth as planners, researchers, content reviewers, facilitators, advocates, and giving perspective regarding youth activities and effectiveness.
- Coach and empower youth to apply and feel confident in using their learned skills.
- Foster peer-to-peer relationships and support to build and broaden youth social skills and networks.
- Provide individual support and informational resources to youth and their families. Connect families with support, as appropriate.
- Support outreach activities by participating in events and circulating information about Urban Family services and resources to families and educators of youth.
- Perform all other duties as assigned, including conducting evaluations, writing reports, and attending regular staff meetings.
- Coach and empower youth to apply and feel confident in using their learned skills.
- Foster peer-to-peer relationships and support to build and broaden youth social skills and networks.
- Provide individual support and informational resources to youth and their families. Connect families with resources for families, as appropriate.
- Maintains clear, professional, timely participant contact notes, service plans, progress updates, outcomes, and other documentation in designated databases.

Qualifications

- A.A. degree in education, social work related field preferred. An equivalent combination of experience and training may be considered.
- Two years of demonstrated coordination/oversight experience in a youth services, or K-12 educational setting.
- Knowledge of best practices for after-school programs, summer learning, and family engagement.
- Ability to work as a team member in a diversely multicultural organization and community.
- Comply with applicable ethical and professional standards of conduct.
- Strong interpersonal, written and oral communication skills; proven ability to communicate with diverse audiences.
- Strong administrative skills and proficiency in Microsoft Office Suite (Word, Excel, Outlook) required.
- Ability to develop, work within a dynamic team, as well as an ability to effectively manage tasks independently.
- Able to take initiative and be self-sufficient with specific responsibilities and duties
- Demonstrate flexibility, thoroughness, and adaptability within fast-paced environments
- Strong oral and written communication skills with good quality spelling, grammar, and punctuation.
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information.
- Experience with behavioral and emotional problems presented by young people and understanding of emotionally, physically, and sexually abused young people.

- Accurately maintain and produce files, records, logs and reports.
- Able to maintain professional boundaries with clients while building trust and respect.
- Ability to effectively respond to and de-escalate a person demonstrating aggressive behaviors, while establishing and maintaining the safety of staff and program participants.
- Knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).

Education & Certifications

- High school diploma or equivalent is required and Must be at least 21 years of age.
- Must be vaccinated and agree to get the booster once eligible.
- Completion of American Red Cross First Aid, CPR, and AED training within 6 months of hire and maintained throughout employment.
- Must have a valid Driver's license
- Experience and credentials must comply with program contract requirements including but not limited to DSHS background checks.

Physical Requirements

- Ability to perform a range of physical motions, exerting up to 50 pounds.
- Lifting and carrying up to 50 pounds; standing, walking, sitting for long periods of time, kneeling, squatting, and stooping; running for brief periods of time, and going up and downstairs.

Benefits

Urban Family provides a competitive benefits package to full-time employees including, medical, dental, vision, long-term disability, short-term disability, life insurance, vacation, paid holidays, sick leave, and paid-time-off after successful completion of the 90-day Introductory Period.

Equal Opportunity Employer

Urban Family is an equal opportunity employer. Employment decisions are based on merit & business needs, & not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, gender identity, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Contact Us to Apply

A Resume & a Cover Letter addressing your qualifications should be emailed to:

[hiring@urbanfam.org](mailto: hiring@urbanfam.org)