Title: Youth Program Coordinator
Grade: 7

Reports To: Children & Youth Development (CYD) Department Manager
FLSA Status: Exempt

Supervises: After School Programs Staff
Date Written: 07/2005
Date Revised: 5/24/2019

POSITION SUMMARY
The Youth Program Coordinator (YPC) reports to the Children & Youth Department (CYD) Manager and plans, implements, and coordinates a developmentally appropriate and culturally sensitive after school programming for children ages 5 through 18. (S)he needs to following licensing, funding, and accreditation standards and assists the CYD Manager in handling government grant and foundation responsibilities.

DUTIES AND RESPONSIBILITIES

• Coordinates the planning, implementing and evaluating of the SAC & Middle and High School Program within established licensing/funding /accreditation policy standards, as well as the needs of community, in conjunction with CYD Department Manager.

• Has oversight in terms of activities planned, community service opportunities, tutoring, field trips, academic enrichment that may contain arts and crafts, cooking, gardening, health and nutrition, cultural activities, computers, recreation, sports, dance and outdoor games.

• Continue to identify new partnerships that can provide activities for the benefit of all students.

• Makes recommendations for the After School Program budget.

• Assists CYD Department Manager in handling government grant and foundation responsibilities. Actively involved in the entire process of foundation grants from finding new sources of revenue to the final report.

• Facilitates a team approach. Provides regular supervision, training and evaluation to assigned staff, volunteers, and summer youth. Encourages and supports their professional development.

• Responsible for ensuring proper management of files, bookkeeping & record keeping, as specified by licensing/funding /accreditation policy standards. Oversees statistical function of program and client eligibility process.

• Works with other CASL departments in coordination of center resources and interfaces with community, government agencies, etc.

• Assists the CYD Department Manager in recruitment and hiring of staff.
• Increases professional knowledge through courses, staff meetings, in-service training, workshops & conferences. Also accepts and uses supervision as part of one’s professional growth.

• Assists in finding more resources for the existing programs. Assists in establishing new programs/projects to meet the needs of the community.

• Transporting children after school.

• Covering in class when the program is understaffed.

• Tutoring children if needed.

• Generating monthly reports.

• Assists in working with CASL’s Salesforce Administrator to generate program reports and dashboards on program’s key indicators of program outcome, program efficiency as well as effectiveness.

• Enter all client efforts and case notes into CASL’s Salesforce database system, if needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

• Bachelor’s Degree in Child Development, Education or related field.

• Minimum two years’ experience in the above field, including one year coordination/supervisory experience.

Skills/Knowledge:

• Excellent organizational and communication skills.

• Chinese/English bilingual preferred.

• Requires basic computer skills, e.g. word processing, Excel, internet, etc.
• Basic end-user level understanding and experience with Salesforce is a plus.

**Physical Demands:**

• Occasionally lifting or moving objects weighing about 15 pounds.

**Environment and Scheduling:**

• Generally works in an office setting, with flexibility to work with children in the classroom and outdoor setting.

• Generally works regular office hours. In addition, may require flexible scheduling to accommodate family and program needs.

CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.