

eliminating racism  
empowering women

**ywca**

Northwest Ohio

## Youth Development Coordinator Job Description

May 2023

As an affiliate of an international membership organization, the YWCA of Northwest Ohio has devoted the past 150 years to eliminating racism and empowering women.

<b>Position:</b>	YD Coordinator	<b>Wage:</b>	\$49,000.00 - \$54,000.00 Yearly
<b>Department:</b>	Youth Development	<b>Pay Basis:</b>	Salaried
<b>Reports To:</b>	YD Director	<b>FLSA Status:</b>	Exempt
<b>Hours/Week:</b>	40	<b>Benefits:</b>	Eligible at 1.0 FTE
<b>Employment Status:</b>	Regular Full-time		

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### Position Summary

The YDD Coordinator, is responsible for helping oversee the successful completion of projects and events. The coordinator will also organize events or activities and will be responsible for negotiating with others in order to ensure they work together effectively.

### Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate and implement programming for youth development in Toledo
- Work with the Program Director in development of student service-learning TOP curriculum focus, and celebration activities.
- Serve as a referral for participants and families and advocate for issues affecting the program and their families
- Have clear understanding/knowledge of all programming and curriculum in detail delivered in the Youth Development Department
- Helping create, revising, and ensuring programming scheduling of youth advocates
- Communicating with youth, family, or employees about project, event or campaign expectations and goals
- Delegating tasks to appropriate team members
- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget
- Complete payroll and mileage as needed
- Overseeing the delivery of projects and make adjustments as necessary to ensure they are delivered to specifications and high standards with fidelity at all times
- Collecting and analyzing feedback from youth and other project users to gauge satisfaction, success, and demographics purposes
- Provide oversight of school-based programming for middle and high school students
- Coordinate, implement and deliver creative classroom teaching, lesson planning and reporting during and after school as needed
- Work cooperatively with health classroom teachers and school administration on scheduling for delivering all programming as needed
- Provide client transportation as needed
- Represent the YWCA by serving as a liaison to the community; Attending community meetings and events
- Assist with grant writing as needed by Youth Development Director
- Participate in grant panel interviewing for funding purposes as directed by Director
- Assist with ensuring all Training Resources are up to date for the Youth Development Department
- Help ensure training tools are implemented and are effective for all incoming Youth Development staff

- Ability to lift a minimum of 30 lbs.
- Performs other duties as requested.

**Organizational Culture:**

Commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

**Prerequisite Qualifications**

The candidate must meet the following criteria to be considered for employment in this position:

BA in Education, Social Work, or related field required, experience with youth programming.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 30 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Ability to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with children

**Acknowledgment:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee \_\_\_\_\_

Date \_\_\_\_\_