

Youth & Family Services Program Coordinator

The function of the Youth & Family Services Program Coordinator is to provide support services, as directed and supervised by the Director of Human Services and Youth & Family Services Administrator, to the Department of Human Services assorted functions and programs. This highly responsive position will be charged with supporting, coordinating, improving, expanding, researching, developing and implementing existing and new programming to meet a wide range of community needs. Such programming will include positive youth development, social services, enrichment and educational activities. The following is a listing of the most significant duties to be performed, but should not be considered a detailed description of every duty for this highly responsive position:

- 1.) Foster communication, cooperation and collaboration with local and regional human service agencies, groups and schools, to avoid the duplication of services.
- 2.) Provide support for programs including, but not limited to: local prevention council; positive youth development; juvenile justice; young adults with disabilities (social and transitional opportunities), as directed.
- 3.) Attend staff, training sessions, conferences, local and regional meetings as directed.
- 4.) Web-based data tracking and reporting.

Bachelor's degree preferred. Minimum of two years field experience. The position requires scheduling flexibility, strong organizational, computer, interpersonal, oral and writing skills. The ability to relate well to youth and the general public is also necessary. A valid Motor Vehicle Operator's License is required.