



THOMAS  
DUNN  
LEARNING  
CENTER

**Job Title: Youth Coordinator**

**Job Description:**

Is working with teenagers and young adults your passion? Are you culturally competent, assertive, imaginative, kind, and receptive to feedback? Are you comfortable communicating with a variety of audiences, initiating conversations, and conducting community outreach? Are you able to manage multiple projects at a time?

You may be the perfect Youth Coordinator to be charged with managing the development of youth programs and activities at Thomas Dunn Learning Center (TDLC). The compensation for this position will be based on qualifications and experience. \$15-\$18/hour. This position is 30 hours per week. Work hours will typically be from 2 to 7 pm on weekdays and may include some later evenings and/or weekends.

**Job Summary:**

The Youth Coordinator will be managing the teen drop-in center known as “The Place” located in the Dutchtown neighborhood of St. Louis. They will also plan and execute weekly Southside Youth Council (SYC) meetings. Additional duties may include coordinating and instructing summer/holiday camps, as well as arranging and managing other organized activities for youth. They will maintain relationships with teens, guardians, and other youth stakeholders in the area.

**Job Duties**

- Recruit youth to utilize The Place through a variety of outreach methods from school to street events.
- Operate The Place, including mentoring, life navigation, and having fun with youth ages 13-22.
- Provide case management to youth frequenting The Place
- Manage SYC program, including planning weekly meetings, youth orientation, guardian communication, and service activities
- Use SYC and other youth input, guidance, and participation in forming new programs and activities directed at youth
- Develop new youth activities, including field trips, working with community partners when appropriate.
- Stay up to date on best practices for working with youth
- Recruit volunteers and tutors to work with youth
- Coordinate and assist with summer camps
- Work with schools and other youth stakeholders to bring our programs and recruitment in alignment with other efforts in the area
- Keep metrics on the progress of each student as appropriate based on the program
- Build relationships with youth and connect them with relevant programs



3113 Gasconade St. Louis, MO



314-353-3050



tdlc@tdunn.org

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- Represent TDLC and its youth programs in the community
- This position may include other responsibilities to support Thomas Dunn Learning Center as needed

Minimum Qualifications:

- Must have experience working with youth (preferably at least two years)
- Must have some college experience (preferably at least an Associate Degree)
- Priority will be given to Black Indigenous People of Color (BIPOC)

Required Skills and Abilities:

- Organizational skills
- Community outreach
- Culturally Competent
- Ability to use Microsoft Office suite or google applications.
- Effective communication skills

Qualified candidates should submit a cover letter and resume to [tdlc@tdunn.org](mailto:tdlc@tdunn.org)



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