

**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? Can you manage multiple projects simultaneously? This position at Thomas Dunn Learning Center may be perfect for you!

**Job Summary:**

The Youth Coordinator will manage the weekly teen drop-in center known as “The Place to be on Friday Night.”, execute weekly Southside Youth Council, monthly Youth Provider Coalition meetings, and help coordinate summer/holiday camps/field trips. Meet with each High School Equivalency youth student to provide wrap-around services for their success. Arrange and manage other organized activities for youth as necessary. Additionally, they will maintain relationships with teens, guardians, and other youth stakeholders in the area and provide required data on each program.

**Job Duties**

- Recruit youth for all programs through a variety of outreach methods, including school visits and street events.
- Collaborate with DOCY (Dutchtown Opportunity Coalition for Youth) to connect youth with other relevant programs.
- Operate The Place to be on Friday Night, includes scheduling partners, set-up/clean-up, providing casual mentoring, and having fun with youth ages 13-19.
- Facilitate and guide the Southside Youth Council, including youth orientation, their self-run weekly meetings, guardian communication, and service activities.
- Accept youth input and assist in developing new youth activities, including field trips and community service partners.
- Facilitate the monthly Youth Provider Coalition meetings and send group emails on a bi-monthly basis.
- Meet with every High School Equivalency student aged 25 years and younger during the onboarding process to provide wrap-around services as necessary for their success in the program and beyond.
- Coordinate and assist with summer and holiday camps,
- Stay up to date on best practices for working with youth
- Help recruit volunteers and tutors to work with youth if needed
- Provide data on each program and keep metrics on the progress of each student as appropriate, based on the program.
- Represent TDLC and its youth programs on social media and in the community
- This position may include other responsibilities to support TDLC as needed

The compensation for this position is \$22.00 per hour for 20 hours a week. The position is grant-funded, contracted (1099), and renewable annually as long as funds are provided. Work hours are flexible around the set program and meeting times and will include some later evenings and/or weekends. The Thomas Dunn Learning Center office is pet-friendly. Visit [tdunn.org](http://tdunn.org) for more.

**Minimum Qualifications, Skills & Abilities:**

- Must have experience working with youth (preferably at least two years)
- Excellent organizational skills, verbal & written communication skills, and social media skills
- Must have some college experience ( at least an Associate's Degree)
- Preference given to graduate students with a social or human services major
- Ability to use the Microsoft Office suite and/or Google applications
- Experience with data collection, budgets, or grant compliance is a plus
- Culturally competent and community-minded with a preference for those from the neighborhoods where our youth live.

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