

Job Description: Phoenixville Youth Initiative: Program Coordinator

Reports to: President & CEO

Contract position – must be flexible - part time - 20 hours per week

Must have reliable transportation

Most hours in Phoenixville, some weekly hours in main office in West Chester

Objective: Recruit, mentor and supervise youth aged 14-19 into the new PYI model for the Summer Youth Program in which youth will be prepared prior to the summer months to enter employment and mentored during the summer employment. Beginning during the school year recruited youth will participate in Employment, Leadership Development, Career Exploration, and Community Service Activities to prepare for summer employment.

Qualifications: Minimum of a Bachelor's degree in Social Work or related field from an accredited US College or University or commensurate experience in adult vocational training; bilingual ability is a plus. Advanced degree preferred. Must have current, acceptable FBI and PA Criminal History Record Investigation and ACT 14 Clearance or be able to obtain. Clean driving record

Responsibilities: Conduct orientations to recruit eligible participants, assist participants with applications and acquaint parents/guardians with child labor laws i.e. working papers; community service obligations, transportation, etc. if necessary, hold orientations for employers to acquaint them with laws regarding child labor laws and the PYI Summer Youth Employment Program. Ensure all necessary paperwork and clearances for employers and participants have been obtained to assist youth in beginning employment.

Assist participants to find summer employers for 8 week summer work program, conduct resource days and community service opportunities for participants, arranging lunches, speakers, events, etc. Arrange field trips and community service event including transportation and meals. Complete expense reports in a timely manner. Demonstrate excellent written and verbal communication skills, ability to establish rapport with co-workers, partner agencies, stakeholders and participants volunteers and mentors.

Motivate participants to persist in program -- achieving goals/completing program
Maintain a strong sense of and respect for confidentiality involving participants, staff and agency business. Adhere to agency policies, procedures and professional code of ethics

Work independently with strong sense of focus, task-oriented, non-judgmental, welcoming and friendly with a clear set of boundaries

Work harmoniously with youth and diverse populations

Complete additional duties related to position as assigned.