



Example of Youth Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of youth coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for youth coordinator

- Support the Mankato GRFW, Rochester GRFW
- Develops, oversees and/or assists in the development of brochures, flyers, newsletters and other materials as needed
- Recruit and coordinate training and quality assurance for volunteers and mentors working with youth programs from elementary school programs through college programs
- Implement cross program communication strategies for volunteer/ mentors (recognition, newsletters/ announcements, trouble shooting situations that may arise)
- Travel throughout the territory to meet with the event coordinator to plan the details of their school- wide fundraising event – Jump Rope for Heart and Hoops for Heart in elementary schools, middle school and high school events
- A materials list of items/supplies students will need to purchase or bring to class
- Orientation of participants and parents
- Essential duties will include but are not limited to the following
- Conduct intake, consultation, assessment, and intervention on behalf of children, adolescents, adults, and families who exhibit severe emotional disturbances, substance abuse and/or criminal behavior, facilitating community-based, culturally-specific, client centered coordinated care with system of care partners such as
- Consult with treatment providers and conduct Utilization Review of mental health services within Child and Family teams or with family input to ensure

Qualifications for youth coordinator

- Expected to have undertaken at least 3 strategy development projects in the public sector
- Upon employment, a valid driver's license and a minimum of two years driving experience and current vehicle insurance
- Knowledge of accounting principles and evaluation methodology
- Experience working with teens and middle school youth
- BA in Education, Social Work, Outdoor/Educational Leadership, School Psychology or related field
- Experience working with children/teens in formal and informal learning settings