



# Example of Youth Coordinator Job Description

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Our innovative and growing company is looking to fill the role of youth coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for youth coordinator

- Take responsibility for managing various 4-H program functions as specified by the 4-H Youth Development Agents
- Assist in carrying out 4-H program priorities identified by councils/committees and 4-H Youth Development Staff
- Perform other duties as assigned by the 4-H Youth Development Agents
- Provide supervision for the Youth and Family programs designed to achieve the Campus Recreation vision and area goals
- Oversee compliance with Arizona state childcare licensing guidelines
- Has a passion for the common good and affection for the community
- Believes in social responsibility and inspires others to be socially responsible
- Demonstrates courage and humility when working toward improving life in the community
- Initiate and lead effective implementation of Youth program/ grant project activities in Yerevan AP, ensuring timeliness, efficiency and good quality of work
- Establish systems, processes, contextualize models to support Yerevan AP Manager in having one common approach in solving the raised issues within the scope of Youth programming

## Qualifications for youth coordinator

- Strong customer service focus to partner with assigned school accounts and

- Maintain professional competence through participation in professional activities and the application of knowledge and skills on the job
- Promote good communication, teamwork, and working relations among Extension faculty, staff, and the total University public
- Minimum undergraduate degree with 10 years of work experience
- Experience with development organisations preferred
- Experience with local governments and international organisations