



# Example of Youth Coordinator Job Description

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Our growing company is looking to fill the role of youth coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for youth coordinator

- Aids in the assessment and implementation of youth development and program efficiency outcome measures
- Works with the Director to pilot and incubate new and innovative youth development programs
- As needed, supports and participates in general youth engagement and employment activities, events and special projects
- Perform related work as determined by the Director of Youth Engagement and Employment and/or the Deputy Commissioner of BCYF or delegate
- Perform all instructional duties needed to teach and facilitate student learning in assigned weekly career development planning sessions with elementary and middle school students at local community centers
- Provide career assessments to help students identify career interests and help map career pathways
- Establish curriculum to include role modeling, self-esteem building, and career mapping
- Secure speakers representing different careers field trips to businesses and industries to gain knowledge of different types of work environments
- Maintain accurate records of program activity
- Develop and adhere to annual budgets for assigned departments

## Qualifications for youth coordinator

- Strong skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) required
- Demonstrated experience/training in the recruitment, training, mentoring

- Coordination principles
- Time management principles
- Instruction principles