



Example of Youth Coordinator Job Description

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Our company is searching for experienced candidates for the position 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

- Supervise School Impact Volunteer Specialist and AmeriCorps members assigned to the program
- Hire and supervise program instructors
- Coordinate the development and implementation of daily lesson plans and general curriculum for the program
- Coordinate summer school programs for middle and high school RYP participants
- Plan and coordinate logistics for after school programs
- Develop and implement at least three instructor trainings a year
- Ensure and maintain ongoing assessment of program
- Maintain student databases (including attendance) for grant reporting purposes
- Write narrative grant reports
- Maintain close contact with refugee families and refugee resettlement workers

Qualifications for youth coordinator

- Clear, concise verbal and written communication that is appropriate for the needs of the audience
- Monitor and assess performance
- Recognize problems and use logic and reasoning to identify alternate

- Familiarity with various learning strategies
- Minimum BA , BS, BSW, MBA, or degree in Social Work, Counseling, Education