



JOB DESCRIPTION

DOUGLASS COMMUNITY ASSOCIATION

**Youth Coordinator Consultant – Contracted Position, Grant-Funded,
Full-Time (35 hours per week) Salary Range \$27,000 - \$35,000 annually**

Position Summary

The Youth Coordinator will report to the Executive Director who will advise and approve all aspects of implementation of the Douglass' Young Men of Promise and Girls Inventing Real Life Solutions responsibilities.

Qualifications

1. Must have experience working with youth from traditionally marginalized backgrounds.
2. Must have the ability to develop programs, recruit participants, and develop curriculum.
3. Must have a Bachelor's Degree in human service field or equivalent experience.
4. Must have experience working with individuals who have trauma in their history.
5. Must have a familiarity with Douglass Community Association, Northside neighborhood.
6. Must be willing to engage in training surrounding anti-bias and anti-racist practices.
7. Patience.
8. Good sense of humor.
9. Strong sense of presence in a group setting.
10. Enthusiastic and objective-oriented presentation style.
11. Passion for helping low-income youth reach their full potential.
12. Must have an ability to assist in developing social skills and working with youth in creative ways to achieve academic success.

Reporting Relationships

Reports to the Executive Director

Duties and Responsibilities

The Consultant agrees to perform the following duties and responsibilities at the request and direction of the Contractor:

1. Ensure that the Douglass Young Men of Promise programs meet the developmental needs of African American males as it relates to self-worth, community involvement and ability to recognize trauma in youth. They provide an avenue for young African American men to learn about the contributions that have been made to society by African Americans both past and present. Connect the young men with a group of adult African American males who will serve to provide them with a framework for understanding masculinity and race and the impact of that intersection when you are African American.
2. Ensure that the Girls Inventing Real Life Solutions programs meet the developmental needs of African American girls as it relates to self-worth. Ability to recognize trauma in youth. Ability to create a safe space, and girl-affirming methods throughout the GIRLS experience. Connect the girls with adult African American women to establish options for womanhood. An ability to

provide a framework for understanding womanhood and race and the impact of that intersection when you are African American.

3. Arrive punctually to site and expertly manage time during the course of the groups to ensure that all aspects of the curriculum are delivered.
4. Relate to participants about their recovery and history of traumatic experiences.
5. Collect data from pre and post tests and feedback from participants.
6. Attend training meetings, provide feedback about program implementation, and be evaluated.
7. Work in partnership with the Executive Director to provide a quality program experience for all participants.
8. Coordinate, plan, and facilitate the group activities.
9. Recruit students.
10. Maintain accurate records and submit required paperwork as requested and in a timely manner.
11. Assist with all youth development programming as directed by Executive Director
12. May include weekend availability

Desirable Skills and Characteristics

Must have a well-developed ability to establish and maintain strong relationships with youth and their parents, and the community in which the youth reside. The ability to work well with a team is critical along with creativity and the ability to demonstrate initiative. A bachelor degree in education, social work, family studies, psychology or a related field is required. Must have an ability to deliver programming and be innovative in the delivery to include an understanding and/or ability to learn about race/racism, intersectionality, diversity and inclusion.

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status. EOE

Closing Date: July 17, 2020. Please apply using "Youth Coordinator Consultant" in subject line with resume and cover letter to:

Email:

Sidney Ellis

Sellis@douglasscommunity.org