



**JOB DESCRIPTION**  
**DOUGLASS COMMUNITY ASSOCIATION**  
**Youth Coordinator Consultant – Contracted Position**  
**Full-Time (20-30 hours per week) Salary Range \$15-\$18 per hour**

**Position Summary**

The Youth Coordinator will report to the Executive Director who will advise and approve all aspects of implementation of the Douglass' 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 (2-5 years working with youth).
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 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.
2. Work directly with Young Men of Promise Coordinator to do joint projects and programming.
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, a related field or equivalent experience (2-5 years working with youth). 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

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