

Strengthening Community, One Person, One Family at a Time



JOB ANNOUNCEMENT

Job Title: Coordinator of Youth Services

Reports to: Director of Early Childhood and Youth Development

FLSA: Exempt

Hours: 37.5 per week, M-F [10:30am – 6:00pm; some evening hours required as needed]

Summary

Under the direct supervision of the Director of Early Childhood and Youth Development, the Coordinator of Youth Services will be responsible for the oversight and monitoring of CPGR's licensed after-school and summer camp programs in accordance with the division's strategic and operational plans.

Essential Job Functions

- Oversee service delivery to ensure accomplishment of annual objectives, program quality, customer satisfaction and alignment with strategic plan
- Experience working and coordinating licensed programs for youth age 4-13 years of age.
- Monitor contract compliance for assigned programs and oversee development and refining procedures as needed.
- Ability to communicate effectively with key internal and external stakeholders.
- Assist in the development and monitoring of assigned program budgets.
- Participate in scheduled finance, administrative and assigned committee meetings.
- Work with program heads to develop and review monthly, quarterly and annual reports based on specific program objectives.
- Oversee the coordination of assigned programs to ensure each is meeting outcome objectives.
- Oversee submission of all required data and reports on regional and/or state wide basis in a timely manner.
- Meet with program staff regularly to ensure all programs are on track to meet all requirements and expectations.
- Have a comprehensive understanding of assigned program regulations and guidelines, primarily OCFS, DOH, and SACC.

Knowledge, Skills and Abilities

- Ability to effectively and professionally supervise a diverse workforce and to work with a diverse population of youth.
- Knowledge of the principles and practices of child and youth development and ability to use this knowledge to achieve the goals of the program,
- Ability to input and maintain accurate data for program evaluation.
- Excellent verbal and written communication skills.
- Ability to communicate effectively both orally and in writing.
- Ability to develop proposals and write grants.
- Ability to develop, monitor and implement budgets.
- Excellent computer skills including knowledge of basic software applications (MS Word, Excel, Access).

OTHER JOB REQUIREMENTS

- Have a comprehensive understanding of all OCFS regulations for a NYS registered program.
- Complete and submit all required health forms and information prior to starting work in the program and every two years thereafter.
- Submit verification of physical (from licensed medical provider) prior to starting work in the program and every two (2) years thereafter.
- Submit verification of TB test (from a licensed medical provider) prior to starting work and every year thereafter.
- Complete at least 15 hours of training with the first 6-months of employment and a minimum of 30 in a two-year period

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the agency.

Language Skills: Read, write and interpret documents such as curriculum guides, budgets, grant applications, etc.

Mathematical Skills: Must add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; must apply ratio, percent, probability and estimation concepts. Possess an understanding of, and the ability to interpret for others, statistical information.

Cognitive Ability: Apply common sense understanding to conflict management; employ logical sequencing, trouble-shooting, problem solving and decision-making skills to correctly assess situations both socially and professionally.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls,

to use a telephone, computer keyboard and to write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information.

Qualifications

Associate's degree in education, social science, or related field is required; Bachelor's Degree preferred. At least one year of experience in a managerial capacity in a not-for-profit environment and experience in developing youth programs. A valid NYS Drivers license is a requirement for this position.

The Community Place of Greater Rochester, Inc. is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran