



Program Coordinator Job Announcement

ORGANIZATION

Friends for Youth is a nonprofit community-based mentoring organization serving at-risk youth on the Peninsula. Over the past 36 years the program has directly impacted nearly 2,000 youth.

RESPONSIBILITIES

The Program Coordinator creates, sustains, and supports long-term matches between youth-in-need and adult mentors and shares what we've learned and the latest research with the mentoring community. This position involves recruiting, interviewing, training, and screening adult volunteers to be mentors. Similarly, this position involves interviewing and screening at-risk youth, then matching youth one-to-one with caring and dependable adult mentors for a long-term friendship. Following the match, responsibilities include ongoing match monitoring and support, as well as providing group activities. The Program Coordinator also assists with providing resource support to the local, state, and national mentoring community through select trainings.

ACTIVITIES

- Manage a caseload of 30 youth/adult "Friendships" and monitor and support participants weekly
- Plan, coordinate, and implement 1-2 enriching group activities per month for Friendships
- Lead Information Sessions and Trainings for potential mentors
- Conduct in-home interviews of youth and adults
- Host at least 2 Mentor Support Groups per year
- Provide mentor trainings to other local community programs
- Coordinate and promote Mentoring Journal and SAFE resources
- Update online postings for recruitment of volunteer mentors
- Conduct presentations with companies, service clubs, and community groups
- Contribute to Friends for Youth's presence on social media sites
- Assist in special events for the agency
- Represent Friends for Youth to the community

This is a full-time position with a flexible schedule, including some evenings and weekends, and it is supervised by the Executive Director.

QUALIFICATIONS

- Fluent Spanish speaking skills required
- BA degree and at least 2 years related work experience
- Clean DMV and insurance and an operational vehicle daily
- Excellent organizational, writing, and time management skills
- Experience working with youth
- Ability to work independently and as part of team
- Ability to work well and communicate with a variety of people
- Knowledge of the local community and resources

COMPENSATION

Salary is dependent on experience. Benefits and 403(b) contribution plan.

TO APPLY

Please email cover letter and resume to jobs@friendsforyouth.org and visit our website www.friendsforyouth.org to learn more. No phone calls, please.