

YOUTH DEVELOPMENT COORDINATOR JOB DESCRIPTION

Position Title:	Youth Development Coordinator
Reports To:	OST Program Manager
Type of Position:	Full-time; Permanent
FLSA Status:	Non-Exempt
Salary Range:	\$14.00-\$17.00 per hour, DOE

ROLE: This position includes two main components.

1. **Discover Zone Management:** Implement the Discover Zone After School Program for middle school children, at assigned program site(s); ensure a safe place for children where they can enjoy skill building, recreation, and enrichment activities.
2. **CARE Academy Support:** Provide billing and support for day-to-day operations of the CARE Academy Out-Of-School-Time program.

ABOUT DISCOVER ZONE: Discover Zone is a middle school Out of School Time (OST) program operated by United Way of Yellowstone County, founded in 2010. The program serves children daily throughout the school year and during the summer; and Whole Day programs on most school holidays and PIR Days. Discover Zone provides homework assistance, engages students with life skills coaching, sports enrichment opportunities, mentoring from local volunteers, and exposure to a variety of non-academic pursuits.

ABOUT CARE ACADEMY: CARE Academy was originally an elementary OST program operated by Billings Public Schools. United Way of Yellowstone County (UWYC) assumed responsibility of CARE Academy in the fall of 2009, and operates at five locations, serving between 225-250 students daily. CARE Academy offers Whole Day programs on most school holidays and PIR Days. CARE Academy also offers a summer program that serves between 70-80 students each summer. Laurel Public Schools launched Fall 2021 at West.

DUTIES AND RESPONSIBILITIES

Discover Zone (50%):

1. Design and implement curriculum and robust calendar for after school and summer programming.
2. Identify and coordinate program partners to participate in enrichment program.
3. Coordinate and train volunteers to assist with providing after school activities.
4. Manage marketing, publicity, and outreach efforts for recruitment of students.
5. Manage and maintain program budget.
6. Produce handbook and registration materials.
7. Collaborate with UWYC Community Impact team to meet School Readiness and School Success annual and strategic goals.
8. Represent Discover Zone programs to the community.
9. Secure locations in the school building and in the community for activities.
10. Develop, implement, and evaluate best practice programs based on the needs of the students.

11. Maintain records of all program participants; collect data from participants as needed.
12. Maintain standards of pupil behavior needed to achieve a safe and positive climate students.
13. Assist with distributing daily snacks to students.
14. Oversee safety of program participants during activities, and handle discipline issues in accordance with Discover Zone handbook.
15. As needed, address complaints and resolve conflict among parents, students, and staff.
16. Work cooperatively and in conjunction with OST Program Manager, School Principal, teachers, and parents.
17. Utilize ProCare to communicate and engage parents.
18. Participate in Parent Advisory Council meetings.
19. Participate in related professional development opportunities.

CARE Academy (30%):

1. Work with the OST Program Manager to create and distribute CARE Academy Enrollment Applications for the School Year Program and the Summer Program.
2. Periodically revise parent handbook and enrollment forms.
3. Review and process all CARE applications and enrollment packets, including entering data into the CARE Academy database, processing application fees and contacting parents for missing information.
4. Maintain CARE Academy waiting lists and communicate immediately any openings to CARE parents.
5. Prepare the monthly tuition billing statements and e-mail to CARE parents.
6. Review Accounts Receivable for any past due payments. Work with parents and other staff members to solve past due payment issues.
7. Process payments for parents either by credit card or ACH transfer from a checking account.
8. Process enrollment for the whole day program (as needed).
9. Assist the OST Program Manager with processing tuition assistance applications.

Office Administration (20%):

1. Assist CEO as requested.
2. Manage maintenance for facility, office equipment, phones and computers as needed.
3. Plan Board and Committee meeting breakfasts and lunches.
4. Maintain office supply inventory including letterhead and envelopes.
5. Assist Finance Director with bookkeeping duties, which may include, but are not limited to data entry, donation processing, A/R, A/P, reconciliations and payroll.
6. Assist with campaign projects, data entry, and mailings as needed.
7. Provide assistance as needed to other UWYC programs and personnel.

GENERAL RESPONSIBILITIES

- Support and abide by agency policies, procedures and philosophies.
- Maintain standards of safe working conditions.
- Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.

- Perform other duties assigned by the OST Program Manager.

QUALIFICATIONS

- Bachelor Degree in the area of youth development, education, or other related field preferred.
- At least two years' experience working with elementary or middle school-age youth.
- Experience in identifying and managing an instructional volunteer staff.
- Exceptional attention to detail, communication, and managerial skills.
- Charismatic, personable, and motivational.

SKILLS & ABILITIES

1. **Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, parents, school personnel, community partners, and others.
2. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
3. **Human Resource Skills:** Ability to assist with conflict management and uphold UWYC values and ethics. Ability to engage in strategic thinking and planning.
4. **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:
 - Standing 50% or more
 - Ability to travel to Discover Zone school locations
 - Ability to handle light lifting, such as groceries for snacks, books, games and other materials
 - Walk up and down stairs to reach rooms/space assigned to CARE Academy
 - Ability to see, hear, and respond to staff and students in the program

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

DIVERSITY, EQUITY & INCLUSION STATEMENT

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.



Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

The United Way of Yellowstone County is an equal opportunity employer and adheres to a policy that no qualified person shall be discriminated against because of race, color, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

I, _____, have read and understand this job description and have been provided with a copy. I understand that satisfactory performance of these duties is a condition of my employment and that my performance will be reviewed periodically. I understand that this job description is not a contract for employment.

Employee Signature: _____ Date _____

CEO Signature: _____ Date _____