

YOUTH/GROUP DEVELOPMENT COORDINATOR JOB DESCRIPTION



New Directions for Youth, Inc.

Our Hope. Our Community. Our Future.

7315 Lankershim Blvd., North Hollywood, CA 91605
Phone (818) 503-6330 Fax (818) 982-7019

AGENCY MISSION: New Directions for Youth, Inc. (NDY) is dedicated to providing comprehensive programs and services to at-risk youth and their families.

AGENCY VISION: A peaceful community where youth and families thrive and grow.

JOB TITLE: Youth / Group Development Coordinator

REPORTS TO: Youth Program Director

SALARY: \$17.50 per hour

GRADE: A-4

Purpose:

To ensure appropriate client growth as determined by the supervisor's expectations and the grant requirements.

Primary responsibilities:

- Responsible for direct supervision of youth in NDY after school program, enrichment programming, teen drop-in center, health and recreation center, music and arts programs at NDY sites, schools and within the community.
- Responsible for meeting with youth individually and contacting parents to discuss program goals, planning, and case management.
- Responsible for conducting and supervising Sports Leagues (Summer, Winter, Spring, Fall).
- Documentation: Prepare documentation of client activities and growth in an accurate, complete and timely manner according to grant expectations and agency standards. Responsible for the accurate documentation and supervision of all client files, data collection and grant implementation requirements.

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- Team communications: Ensure positive communications with supervisor and other staff members in such a way that client privacy is maintained, supervisors are kept fully informed of all activities that impact compliance with grant expectations, and other team members are supported.
- Community Relations/Outreach: Collaborate with various community organizations and attends meetings and events as requested. Develop and maintain positive relationships with community-based organizations, schools, Department of Children and Family Services, the Los Angeles County Probation Department, the Los Angeles Police Department and any other community stakeholders. Represent NDY in the Los Angeles community and conduct him/her (self) in a fashion that reflects positively on NDY at all times.

Skills and Qualifications:

- Bilingual Spanish/English preferred.
- College degree in related field preferred. (Experience can be substituted for education with an exchange of five years of experience for each year of education)
- Required, valid California Class C Driver's License, Class B preferred.
- Must support, represent and role model NDY's mission and values.
- Must be proactive and have the ability to manage several different projects simultaneously.
- Must have the ability to communicate and work effectively with parents, clients, donors, visitors, volunteers, and general public.
- Must be proficient in Microsoft Office.

To apply, please send your resume to Ani Belichkov, abelichkov@mail.ndfy.org.