



JOB POSTING

Job Title: Youth Development Coordinator

Program/ Department: Fostering the Future, Youth Development Initiative

Salary/Wage: 35K - 42K, DOE

Status: Full-Time, Exempt

PROGRAM DESCRIPTION:

Fostering the Future is a collaborative project between Human Services Agency, Edgewood, Youth and Family Enrichment Services (YFES), San Mateo County Community College District, the Law Foundation of Silicon Valley, and the Silicon Valley Community Foundation. Fostering the Future (FTF) helps foster and kinship youth develop an optimistic view of their futures and equips them with the necessary tools to achieve positive outcomes upon exiting the foster and kinship care systems. The FTF model includes: individual asset coaching, mentoring, empowerment-based groups, leadership training, career and internship preparation and training, legal and housing support, connection to community resources, opportunities to become civically engaged and the space to nurture their individual interests and goals.

JOB DESCRIPTION:

Utilizing a Positive Youth Development model, the Youth Development Coordinator will work alongside foster and kinship youth aged 11-25 to support them in identifying and enhancing their assets and developing goals to help them transition successfully into adulthood. To this end, the youth development coordinator will work with youth independently and in group settings to empower them to develop positive views of their futures, take active roles in their communities, achieve success in reaching their desired outcomes.

RESPONSIBILITIES:

- Develop strong collaborative and supportive relationships with foster and kinship youth aged 11-25
- Coordinate and lead most, if not all, of the group activities in Fostering the Future.
- Empower youth participants to identify their core assets, develop short and long term goals to accomplish their dreams and nurture the development of self advocacy skills
- Facilitate skill-building group discussion(s) and activities for youth participants
- Work with the FTF partners to develop and coordinate off-site team building activities and educational fieldtrips
- Oversee and coordinate the Youth Advisory Board
- Provide and model "life skills" techniques
- Collaborate with youth participants to identify local services and resources to enable them to work toward their desired goals and objectives

- Provide monthly and quarterly statistics and reports
- Recruit youth participants and reach out to designated communities/agencies
- Perform record keeping and report writing and evaluation of youth participants
- Assist in the development of program website and outreach materials
- Other duties as assigned by supervisor
- Transport youth to events and activities, as needed
- Model positive youth development theory and practice

MINIMUM QUALIFICATIONS:

- Strong commitment to empowering youth to develop their personal assets and ultimately achieving positive outcomes including: reaching their future career and educational goals, developing independent living and self advocacy skills and actualizing their individual hopes and dreams
- Bachelor's Degree and relevant work experience
- Experience working with at-risk youth, preferably those in foster or kinship care, ages 11 – 25
- Ability to work with and understand issues impacting foster and kinship youth and their caregivers
- Familiarity with a Youth Development or Asset Development approach to working with youth
- Strong leadership skills and abilities
- Demonstrated ability to provide youth the supports and opportunities they need to feel valued and reach their dreams
- Ability to develop and implement new programs and structures
- Initiative and the ability to work independently and as a member of a close team
- Experience using common computer software packages (MS Word, Excel, Outlook, etc.) and willingness to be trained on data collection software
- Valid CA Driver's License and clean driving record
- Creativity, flexibility, a positive attitude, and a sense of humor
- Some weekends and evenings required
- Knowledge and skill with computer word processing and data base management.
- Ability to develop strong working relationships with community agencies and their representatives
- Excellent written and verbal communication skills
- Strong organizational skills

PREFERRED QUALIFICATIONS:

- Bilingual in Spanish
- Experience providing individual and/or group work with at-risk youth
- Knowledge of positive youth development theory and practice

TO APPLY:

Please send a cover letter and resume to ydijobs@yfes.org

Posted 07/16/2008

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Youth and Family Enrichment Services (YFES) is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children,

teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agencies and its programs can be found at www.yfes.org.