

YOUTH SERVICES COORDINATOR

General Description

Support PA Regional Youth Services Team in areas including, but not limited to: operations assistance, recruitment, marketing, liaison to funding resource centers and on-going communications (both written and verbal).

Required Knowledge, Skills, and Abilities

- v Related Bachelor's degree from an accredited university or college – experience in distant management or oversight preferred
- v Directly related work experience in multi-tasking position
- v Independently focused and able to self motivate
- v Demonstrated knowledge of office machinery and automation, including any applicable software packages
- v Accustomed to complex, fast-paced and confidential work environment
- v Excellent written and verbal communication skills
- v Flexible work hours, travel may be necessary
- v Demonstrated computer skills, able to use various software programs for correspondence, reports, statistical compilation and analysis, and database access

Responsibilities

- v Provide support and analysis of Summer Youth operations, able to provide solutions-oriented processes that promotes system-wide change. This is accomplished by:
 - o designing and updating youth services policies as appropriate,
 - o promoting best practices to benefit all areas of operational performance
 - o Serving the Regional Director and Project Director Teams as primary customers, and providing support to meet their individual operational needs.
- v Coordinate with National Youth Services Team in support of all areas of operation and distribute pertinent information that will support all youth leaders within ResCare.
- v Review operational procedures and processes, make necessary changes and distribute amongst youth services operations. This includes analyzing data and processes and making continuous improvement recommendations to the youth team.

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- v Communicate effectively with management, customers and staff using good judgment and diplomacy.
- v Coordinate and provide monitoring to youth services professionals, including general training in workforce development tools by the National Youth Team.
- v Maintain highest level of professional integrity and judgment during all times.
- v Perform additional duties as assigned

To apply for this position e-mail your cover letter and resume to:

Rspanngler@arboret.com

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