

Position Description

TITLE: Youth & Families Support Coordinator

REPORT TO: Director Of Operations

EMPLOYMENT STATUS: Exempt

PAY RANGE: \$69,000-\$72,000

Position Overview:

We are looking for a dedicated and compassionate Youth & Families Support Coordinator to work with staff to help best support elementary-aged youth at one of our partner agencies in Santa Monica. Working across multi-school sites, the primary responsibility of this role is to provide support & training to a diverse group of afterschool staff, enhancing their abilities to make meaningful impacts with youth. In addition, this role will provide support and guidance to youth, particularly in areas related to impulse control challenges, peer relationships, and overall personal development. You will also play a critical role in designing and implementing youth programming and providing case management to ensure each youth's success.

Key Responsibilities:

- **Staff Support & Training:**
 - Facilitate SEWI training sessions for staff on topics related to supporting youth with impulse control challenges, building positive relationships, and promoting emotional regulation.
 - Provide ongoing coaching and mentorship to staff, ensuring they have the tools and skills needed to effectively support youth.
 - Support site coordinators to identify training needs.
 - Maintain open communication with staff, providing updates on youth progress and challenges.
- **Youth Support & Development:**
 - Provide individual and group support for youth struggling, helping them develop coping strategies and healthier decision-making skills.
 - Facilitate Social & Emotional Learning For Youth (SELY) program along with site staff
 - Facilitate activities and exercises designed to improve peer relationships, teamwork, and social skills.
 - Assist youth in setting personal goals and provide ongoing support and feedback to track their progress.
 - Design and implement engaging programs tailored to meet the developmental needs of youth, with a focus on social-emotional learning, conflict resolution, and relationship-building.
 - Create a safe and inclusive space for youth to explore personal growth, address challenges, and build skills for success.

Our mission is to enhance the quality of life for youth and families by educating, motivating and providing prevention programs through social & emotional wellness services.

- Work closely with youth to assess their needs and interests, adjusting programming as needed to ensure relevance and engagement.
- **Case Management:**
 - Manage caseloads of youth, providing individualized support and connecting them with necessary resources (e.g., counseling, academic support, community services).
 - Document and maintain accurate records of youth progress, challenges, and interventions.
 - Develop action plans with youth and their families to address specific challenges and track outcomes.
- **Collaboration & Communication:**
 - Collaborate with families, schools, and community partners to provide holistic support for youth.
 - Maintain open communication with parents and caregivers, providing updates on youth progress and challenges.
 - Participate in team meetings and provide input on program improvements and best practices

Qualifications:

- Master's degree in Social Work (Required)
- Spanish Speaker (Preferred)
- Proven experience working with youth, especially in managing behavioral challenges and building social skills.
- Preferred experience in working with children with developmental disabilities.
- Experience in case management, including documentation and developing action plans.
- Strong knowledge of youth development principles, with an emphasis on emotional and social growth.
- Excellent communication and interpersonal skills, with the ability to build trust with youth, staff, and families.
- Familiarity with creating and facilitating youth programs that promote peer relationships and conflict resolution.
- First Aid and CPR certification (or willingness to obtain).
- Ability to pass background checks and work with vulnerable populations.

Skills and Attributes:

- Strong understanding of youth behavior and management techniques
- Ability to remain calm under pressure and handle sensitive situations with professionalism.
- Creative, resourceful, and able to adapt programming to meet youth needs.
- Patience, empathy, and a commitment to fostering positive youth development.
- Strong organizational and time-management skills.
- Collaborative team player with the ability to work independently.
- Experience in working with diverse populations and at-risk youth is required.
- Strong communication skills, both verbal and written, vertical and horizontal.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff, and project management abilities.
- Multi-tasker with good project management and organizational skills.
- Ability to prioritize, exercise good judgment, and work independently as well as collaboratively.

Our mission is to enhance the quality of life for youth and families by educating, motivating and providing prevention programs through social & emotional wellness services.

- Establish and maintain cooperative relationships with those contacted in the course of work and respond to sensitive matters and/or situations with discretion, tact, and diplomacy.

Other Requirements:

- A background check (criminal, child abuse clearance) as required by local and state laws.
- Ability to work flexible hours, including evenings and weekends, if necessary.
- Strong organizational and time-management skills.
- Ability to engage in physically demanding activities, including group games or activities if applicable.

Benefits:

- Paid Holidays
- Paid Time Off
- Retirement plan and Company match (up to 3%)
- Flexible Schedule with options to work remotely when possible
- Company-sponsored health care for employees and spouses or legal domestic partners (up to \$600 per month)
- Paid December holiday break (days between Christmas and New Year's Day off)
- Professional Development Opportunities

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Regularly sits at a work/computer station and operates electronic equipment.
- Frequently lifts, carries, and positions objects weighing up to 35 pounds.
- Typically stands, walks, bends, stoops, and crouches.
- Regularly moves about the facility to coordinate work.
- Must have own form of transportation to travel between sites.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee Name: _____ Title: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____