JOB DESCRIPTION: YOUTH SERVICES COORDINATOR – PART-TIME

THE POSTITON:

Reporting to the Youth and Senior Services Manager, the Youth Services Coordinator is responsible for the development and implementation of the Youth Drop-In and Grrrl Power programs. This includes planning program activities, developing a monthly calendar, coordinating with community partners and volunteers who provide programming, making referrals to programs in-house and at other organizations for youth participants (in consultation with the Youth and Senior Services Manager), supervising Grrrl Power and Youth Drop-In activities and programs, outreaching to recruit LGBTQIA+ and allied youth into Pride Center programming, and assisting with Youth Services and Pride Center special events.

This is a part-time, non-exempt position (24 hours/week).

SALARY RANGE:

The hourly rate range associated with this position is $18-$21/hour, commensurate with qualifications.

PRIMARY RESPONSIBILITIES:

- Foster an LGBTQIA+-affirming and welcoming environment for all participants.
- Plan and facilitate 9 hours/week of Youth Drop-In activities for LGBTQIA+ and allied youth.
- Plan and facilitate 1.5 hours/week of Grrrl Power Group for LGBTQIA+ and allied youth.
- Plan and facilitate at least two Grrrl Power Saturday Skills Series/year for LGBTQIA+ and allied youth.
- Perform in-reach and outreach activities to recruit new youth and retain current youth participants for Youth Drop-In activities.
- In consultation with the Youth and Senior Services Manager, create a monthly calendar for youth programming.
- Coordinate with community partner organizations and/or volunteers who facilitate programs within youth programming.
- Chaperone off-site field trips as needed.
- Communicate concerns about youth participants to the Youth and Senior Services Manager.
- In consultation with the Youth and Senior Services Manager, make and record referrals to programs in-house and to other organizations for youth participants.
- Draft language for outreach communications, including social media posts.
- Assist with the planning of youth as well as Pride Center special events, such as the youth prom and the Day of Silence.
- Attend weekly supervision and monthly staff meetings as assigned.
- Inform supervisors when supplies are getting low, or equipment is not working properly.
- Other duties as assigned.
QUALIFICATIONS:

- A strong commitment to the Pride Center of Staten Island’s mission, vision, and values.
- High school diploma required. Some college experience preferred.
- Experience working with BIPOC youth, transgender individuals, clients with a history of substance use and/or mental health issues, and/or persons living with/affected by HIV/AIDS highly preferred.
- Candidate MUST have attention to detail, self-motivation, healthy boundaries, and ability to work independently and as part of a team.
- Strong communication (verbal and written) and organizational skills a must.
- Familiarity with and proficiency utilizing social media applications for outreach purposes is required.
- Applicants should be passionate, open-minded, patient, have a high level of creativity, and have a commitment to and enthusiasm for working with youth.
- Bi-lingual (Spanish/English) preferred but not required.

DETAILS:

- Location: Pride Center of Staten Island, 66 Willow Avenue, Suite 202, Staten Island, NY 10305.
  **Please note that the Pride Center sometimes operates on a hybrid in-person/remote basis. In-person hours are staggered to promote the safety and wellbeing of the Pride Center team and participants.**
- Work Hours: Thursdays and Fridays, 12 PM – 8 PM; Saturdays, 10 AM – 6 PM.
- Work schedule and location may change based on the needs of the Pride Center of Staten Island.
- Proof of vaccination against COVID-19 required.

APPLICATION PROCESS:

Applicants must submit a cover letter and a resume by email to smo-hr@pridecentersi.org or by mail to Pride Center of Staten Island, PO Box 50278, Staten Island, NY 10305.