POSITION DESCRIPTION

PEARLS for Teen Girls is improving quality of life and strengthening our community one girl at a time by empowering young women with self-development tools, guidance and support to strive for better, brighter futures by living out the PEARLS values: Personal Responsibility, Empathy, Awareness, Respect, Leadership and Support.

Position Title: Junior Program Coordinator

Reporting Relationship: Lead Program Coordinator

Supervision: No direct reports

FLSA Status: Non-exempt, part-time

Position Overview: Junior Program Coordinators are caring young adult women who work with PEARLS Program Coordinator(s), Teen Facilitators and/or other Junior Program Coordinators to assist in designing and implementing PEARLS group programming that ensures the objectives and outcomes of the PEARLS program are met. The Junior Program Coordinator will work closely with the Program Coordinator to ensure that all of the following job functions are fulfilled.

Key Responsibilities:

Programming:

- Design and implement quality PEARLS programming. Programming activities should ensure the fulfillment of PEARLS objectives and outcomes.
- Work with the partner site to recruit and retain girls for PEARLS programming.
- Assist the girls in setting SMART goals for themselves. Provide ongoing support and encouragement as girls work toward their goals. Creatively celebrate the girls’ successes.
- Monitor, report, and document program goals, challenges and lessons learned in monthly reporting form.
• Report any issues or concerns to the adult Program Coordinator, Lead Program Coordinator, Associate Program Managers or Director of Program Services within 24 hours.
• Provide feedback to the Program Coordinator and Associate Program Managers to assist with the evaluation of the Teen Facilitators.
• Prepare, distribute, collect, and record data for PEARLS programming goals

**Administrative:**
• Enter all program related data in the PEARLS data system in a timely fashion. This includes attendance data, participant information updates and goal setting information.
• Encourage to attend PEARLS staff meetings, PEARLS parties, and all-site events when applicable and available.
• Work with the Program Coordinator to ensure that the site stays within its designated budget.

**Qualification Requirements / ADA:**
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**
Must be enrolled in an accredited two, or four-year college program; or two years facilitation experience.

**Additional Qualifications:**
• Must be a team player, organized, have strong verbal and written communication skills, have a positive attitude, able to give and receive feedback for improvement, and be able to maintain confidentiality.
• Must be willing to be a positive role model for girls at all times – on and off of the clock.
• Must be able to work with people from diverse ethnic, economic and social backgrounds

**Language/Communication Skills:**
Read and interpret documents, such as policy and procedure guidelines and fiscal reporting requirements. Write routine reports and correspondence. Generate reports for use by others. Speak effectively through telephone and before youth, adults, and professionals.

**Mathematical Skills:**
Ability to perform basic high school mathematical operations. Ability to operate and have working knowledge of basic computer software, including word processing.
Other Skills and Abilities:
Ability to respect and maintain confidentiality. Ability to work with non-judgmental attitude in a population comprised of diversity in gender, socio-economic and ethnic group, sexual orientation, and physical or mental abilities. Ability to work within the parameters of the program and be able to work in an environment where there is frequent exposure to stressful/critical situations. Ability to frequently use standard office equipment.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hand to finger, handle, or touch object, and to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is regularly required to work in outside environments, occasionally during periods of inclement weather. The employee is occasionally required to reach above shoulders; climb or balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.