JOB ANNOUNCEMENT
Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Youth Services Coordinator
RESPONSIBLE TO: Youth Program Director

RESPONSIBLE FOR: The Youth Services Coordinator is a non-exempt position responsible for all aspects of the YCAP Youth Outreach Drop-In Center. The Drop-In Center is a place for at-risk youth to access services. Services include recreational activities, skill-building groups, job/career development, academic support, leadership opportunities, shelter, supply distribution (food, clothes, hygiene products) and other services for at-risk youth, with a special emphasis on runaway/homeless youth. This position works closely with the Youth Program Director and oversees the day-to-day operations and services provided at the Drop-In Center.

STATUS: Non-exempt, Full Time
WAGE: $20.00-$23.00 per hour DOE
BENEFITS: Medical for employee and family, dental, life, short/long term disability, employer match up to 3% in 401k account. Generous vacation and sick time, and 13 paid holidays.

KNOWLEDGE, SKILLS, & ABILITIES
• BA/BS degree (Social Work preferred) and/or equivalent experience
• Knowledge of At-Risk youth issues and programming
• Knowledge of computers and software programs
• Skill in verbal and written communications, problem solving, and team work
• Skill in supervising and motivating staff and volunteers
• Ability to work independently on multiple projects in a timely fashion
• Ability to work with diverse people, organizations and situations
• Ability to work a flexible schedule
• Ability to drive agency vehicles, meet insurance requirement, and pass driving, drug, and vigorous background screens
• Bi-lingual preferred

JOB DESCRIPTION: www.yamhillcap.org

CONTACT: Send Cover Letter & Resume to AmberH@yamhillcap.org
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