Position Title: VOICES Site Coordinator

Position Summary: The VOICES Site Coordinator supports the program by developing youth staff and volunteer skills to conduct outreach and lead projects, partnering daily with co-located staff and contributing to overall program development and implementation.

Areas of Responsibility:

1. Youth Development
   ● Coach and train youth advocates to form connections with youth accessing the services offered within the Center
   ● Coach, train, and supervise all volunteers and Community Service youth
   ● Supervise Center youth advocates, provide coaching and growth opportunities

2. Data Management
   ● Tracking Center data
   ● Accountability of staff entering data
   ● Provide data for reporting purposes
   ● Support writing and updating of grant reports

3. Community Service
   ● Develop new strategies based on staff and youth feedback to enhance all systems including, co-location and in-house services
   ● Updating our On The Move Excel sheet with current co-located, community partners and contributor information
   ● Management of the Volunteer and Community Service Program by developing orientations and creating on-going projects for volunteers and community service individuals

4. Program Operations and Development
   ● Implement youth staffing system for front desk and coaching
   ● Support youth in accessing the drop-in services
   ● Taking office supply and program supply inventory on a weekly basis and ordering supplies when as needed/approved
   ● Coordinate event workshop scheduling and implementation, including event supplies and preparation and collection of sign-in sheet
   ● Develop and implement a system to ensure safe and efficient delivery of mail and voicemail
   ● Ensure effective daily operations including opening/closing procedures are appropriate to Center needs and are followed
   ● Oversee overall condition of the site and coordinate with other programs sharing the site
   ● Update and produce a monthly Center calendar

5. General
   ● Day-to-day support and connection to VOICES staff
   ● Supporting all other staff and programs within On The Move when requested
   ● Additional duties may be assigned as needed