About YWCA San Antonio

YWCA exists to eliminate racism and empower women. Since 1850, YWCA associations around the country have empowered women to lead their communities in social change. The San Antonio chapter, established in 1910, has supported women and girls to become economically self-sufficient while working on the front lines to promote racial justice. The core programming of the YWCA San Antonio has evolved over its 110-year history, and today the organization serves nearly 10,000 clients through programs focused on women’s economic empowerment, health and wellness, youth and teens, and racial justice.

About the Position

The YWCA Youth Services Department serves youth ages 12-18. We offer services to help prepare these students for academic and personal success through leadership development, self-esteem building, math enrichment, services learning, career exploration and social justice awareness. The position of Youth Program Coordinator will work in unison with the Youth Program Manager to engage youth, including those at risk of leaving school to stay in school and explore their purpose. The Youth Program coordinator reports to the Youth Program Manager.

Responsibilities:

- Collaborate with local middle schools, high schools and organizations to identify and recruit youth participants.
- Implement and facilitate program curriculum and activities with a trauma-informed care approach, ensuring that all activities are designed to promote safety, trust, and empowerment among staff and youth.
- Facilitate designated curriculum via group and individual sessions in various settings including in school and within the community.
- Stay informed about trauma-informed care practices by attending relevant training sessions throughout the year to enhance understanding and implementation of trauma-informed care principles in all aspects of youth programming and support services.
• Create and plan activities and experiences during school breaks and summer months to maintain engagement and strengthen bonds among students.
• Ability to assist in securing additional funding requirements, should new funding sources be gained to further the Youth Department.
• Ensure that program activities and records meet the standards set by funding sources and contracts. Be available during monitoring periods to support auditors and contract managers in conducting evaluations and assessments. Captures all information needed in Apricot to ensure accurate and timely submission of funding reports
• Provide and conduct ongoing weekly workshops to include securing speakers and presentations, scheduling field trips, transportation, and food when and if necessary. The workshop will take place during and after school.
• Facilitate and engage in youth activities and outreach during evenings and weekends as directed.
• Assist in racial justice awareness and participate in conversations about racial justice issues affecting them and their communities.
• Must have a current driver's license. May need to operate company vans, and must have a clean driving record to be added to insurance.
• Attend and participate in key community meetings and committees.

Position Requirements:

• Bachelor’s degree in education, social work, or related field or equivalent experience.
• Bilingual in Spanish- Preferred
• A minimum of one year of experience working with youth and/or youth programs
• A minimum of one year of experience working with local nonprofits, schools, or community partners.
• Strong presentation and facilitator with written and oral communication skills
• Demonstrated experience in recruiting and engaging vulnerable youth.
• Attention to detail for reporting and evaluation.
• Must have a valid driver's license and reliable transportation
• Proven skills in leadership, team building, and staff development
• Excellent relationship-building and collaboration skills
• Strong decision-making and problem-solving skills
• Strong conflict resolution skills
• Strong ability to be flexible and adapt easily to change
• Proficient in Microsoft Office software and Google Suite
• Outstanding planning, organizational, and implementation skills.
• Proven experience working with diverse backgrounds, cultures, and perspectives.
ORGANIZATIONAL REQUIREMENTS:

- Emotionally mature and work effectively with persons from various ethnic and social-economic backgrounds and professions.
- Maintain professional conduct including but not limited to integrity and trustworthiness and to maintain a pleasant demeanor with others.
- Work cooperatively with others and with diverse groups.
- Perform multi-task activities, show patience and compassion, and remain calm in stressful situations.
- Apply logical and critical thinking to define problems, collect data, establish facts, and draw conclusions in a confidential manner.
- Communicate events accurately, clearly and in a timely fashion to all pertinent individuals.
- Work under sometimes demanding conditions while maintaining professionalism and enthusiasm.
- Approach difficult conversations with respect and compassion.
- Demonstrate strong organizational, customer service, and communication skills.
- Flexibility and adaptability to work non-traditional hours to provide client services, to include evenings and weekends as directed.
- Dependable attendance and punctuality are necessary to perform the essential job duties.

I UNDERSTAND AND ACCEPT THE RESPONSIBILITIES OUTLINED ABOVE.

________________________________                                                ___________________
Employee Signature                                                                                     Date