



**Job Title:** Youth Center Coordinator

**Classification:** Full-Time (40 hours/week)

**Pay:** \$21 per hour

**Hours:** Monday - Friday from 10 am to 7pm. Occasional hours in the early mornings and weekends.

**Reports to:** Youth Services Manager \_\_\_\_\_

**Work Location:** In-Person Paseo La Paz Youth Center

**Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.**

**The mission of Casa Familiar is to enhance quality of life for people living in underserved and underrepresented communities.**

**Casa Familiar Values: Integrity, Respect, Familia, Culture & Community**

#### **About this Position**

The Youth Center Coordinator is the direct service provider for San Ysidro youth ages 6 to 18. The Youth Center Coordinator creates a safe and brave environment for youth through programs and services reflective of youth needs. This position serves to connect & engage residents with Casa Familiar programs and services as well as those provided by key partners such as schools, organizations, libraries, health clinics, etc.

#### **Key Responsibilities**

The following responsibilities are those considered to be essential, but do not represent all the job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Responsibilities may overlap with other programs.

- Conduct yearly resident needs survey to obtain insight into youth needs
- Maintain Youth Center active and to the best of its potential
- Reach goal for youth attendance/participation
- Create a monthly calendar of daily activities that meet the needs of youth being served and flyers of services as needed
- Develop and implement one monthly family-oriented event
- Develop, implement, and facilitate programs for youth such as field trips, academic workshops, leadership training, project-based programs, etc. that are beneficial to youth and lead them to academic success and post-secondary education opportunities
- Incorporate college readiness, restorative justice, and arts and culture into the program and services



- Connect and motivate youth to pursue a post-secondary education
- Support students during their transition from high school towards an educational goal and career path, including completion of college applications, scholarships, financial aid, resume building, etc.
- Register and direct high school volunteers
- Conduct recruitment (outreach) and retention activities for the Youth Center
- Establish and maintain relationships with appropriate school staff to establish referral process
- Implement and conduct youth groups with a focus on STEM, leadership skills, or social-emotional skills
- Complete reports through appropriate client software system, sign-in sheets, spreadsheets, reports, etc.
- Partake in a Community Event Committee, Summer Camp, and other youth programming under Youth Services
- Connect with parents as needed
- Attend and participate in all staff meetings and Casa Familiar's community events
- Attend All-Staff meetings, regularly scheduled team meetings, supervision meetings, and other meetings assigned
- Other duties as assigned by the Youth & Seniors Services Director and/or Youth Services Manager

**Essential Skills:**

- Excellent clear, accurate, and effective verbal and written communication skills
- Effective active listener
- Passionate about working with youth from underserved and underrepresented communities
- Uplifts and empowers youth
- Engages and retains youth
- Be self-aware and non-judgmental
- Easily conducts outreach activities and presentations to small and large audiences
- Ability to focus on work independently and work in a team setting
- Reliable and punctual
- Patient, approachable, and positive attitude
- Approachable, positive attitude and outgoing
- Punctual and reliable
- Culturally competent
- Ability to prioritize, multi-task, and effective problem-solve
- Demonstrates efficiency in the use of Microsoft Suite: Word, Excel, PowerPoint, and Outlook



- Fluent in English & Spanish

**Education & Experience:**

- Minimum 1-2 years of experience working with children, youth and families from underserved and underrepresented communities
- Minimum of 1 year of experience with case management, restorative justice practices, crisis intervention, community and school resources, counseling, outreach, and advocacy
- Experience with after-school programming such as homework assistance, recreational activities, arts & crafts, movie nights, etc.
- Experience working with youth in truancy-related issues, school or educational needs, family support, runaways, substance use or abuse, domestic/teen relationship violence, mental health, trauma, and loss of parent or caregiver.
- Experience with college preparation assistance including financial aid and college applications

**Qualifications & Requirements:**

- Provide COVID-19 vaccination that reflects full vaccination status
- Reliable transportation and valid California driver's license (Required)
- Successfully pass background checks

**On the Job Training (subject to change/does not include full list):**

1. Client software system (Salesforce)
2. First Aid
3. Suicide Prevention
4. Trauma Informed Care
5. Domestic Violence
6. Sexual Harassment
7. Emergency Procedures

**Physical, Mental & Environmental Requirements:**

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. While performing the duties of this job, the employee is regularly required to:

- Perform work independently during planning and coordination of programs.
- Can occasionally lift, carry, and balance objects weighing up to 30 pounds.
- Required to perform the safe operation office of training equipment and machines; recognize and abate safety hazards within the workplace.
- Must be able to hear, see (including distinction of colors), read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic backgrounds and origins.



- Be able to bend at the waist, kneel or crouch to assist youth.
- Be able to sit or stand for extended periods of time.
- Be able to walk extended lengths when required by youth programs and community outreach activities.

**Additional**

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to different locations and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time position with occasional work responsibilities on weekends and/or evenings, depending on the season calendar.

**Benefits:**

- Medical, dental, vision, and life insurance
- Retirement: 403(b) – Casa contributes 3% of the annual income.
- Paid Time Off
- Paid Bereavement
- Paid Jury Duty
- Employee Retention Benefit

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

If you have any questions, please send an email to [hr@casafamiliar.org](mailto:hr@casafamiliar.org) and include your first and last name, along with the position title for which you are applying, in the subject line of the email.