

Youth & Senior Services Coordinator (Full-Time)

Location: San Ysidro (92173)

Schedule: 40 hours, weekday afternoons/evenings; some evenings/weekends required

Reports to: Youth and Senior Services Manager

Apply: Submit resume to hr@casafamiliar.org

About Casa Familiar

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. Casa Familiar's mission is to enhance the quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. Casa's values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.

Position Overview

The Youth & Senior Services Coordinator is a frontline community services professional who delivers equally weighted, culturally responsive programming for youth (ages 13–17) and seniors living in a HUD Section 8 housing community in San Ysidro. This highly hands-on, relationship-driven role emphasizes consistency, mentorship, benefits access, digital inclusion, and the creation of safe, welcoming community spaces for residents across the lifespan. The Coordinator works directly with residents, families, and community partners to reduce barriers, strengthen protective factors, and ensure participants are connected to services, resources, and supportive relationships.

Key Responsibilities

Youth Services

- Facilitate daily after-school programming for youth, including mentoring, leadership development, recreation, academic enrichment, and social-emotional learning activities
- Build trusting, supportive relationships with youth using trauma-informed, strength-based, and culturally responsive approaches
- Supervise youth during on-site programming and off-site field trips, ensuring safety, engagement, and positive behavior management
- Provide case management support and connect youth and families to internal and external resources as needed
- Support family engagement, outreach, and youth recruitment/enrollment activities
- Track attendance, assist with surveys, and support grant and program reporting related to youth services
- Collaborate with program staff and partners to ensure youth programming meets quality, safety, and organizational standards

Senior Services

- Coordinate and support on-site senior programming, including workshops, social activities, and informational sessions tailored to older adults
- Provide **bilingual (English/Spanish) assistance** to seniors with benefits enrollment and navigation, including Medi-Cal, Medicare, SSI/SSDI, CalFresh, and housing-related services
- Support seniors with **basic technology assistance**, including smartphones, tablets, email, video calls, online forms, telehealth platforms, and benefits portals
- Assist seniors with appointment scheduling, document organization, and referrals to internal and external community resources

- Track participation, service outcomes, and referrals for senior programs to support reporting, grant compliance, and continuous improvement
- Support outreach and engagement efforts to increase participation among seniors and their caregivers within the housing community

Cross-Program Responsibilities

- Maintain accurate documentation, data entry, and case notes across youth and senior services
- Uphold program safety, confidentiality, and ethical standards
- Participate in trainings, team meetings, and community events as required
- Contribute to a welcoming, inclusive environment for residents of all ages