

Crittenton Services of Greater Washington

Bilingual Youth Development Program Coordinator

The Bilingual Youth Development Program Coordinator is an intermediate position for a youth development specialist who will report to the Crittenton Director of Programs. S/he will be responsible for delivering program curricula during the school year to **five groups** of 12 to 15 teen girls at middle and high schools in Montgomery County, MD; coordinating out-of-school enrichment activities; working collaboratively and coordinating with school staff and with other nonprofits working in the same schools or communities; tracking and reporting on program progress; and supporting independent program evaluation. The position requires a commitment to Crittenton's core values, a sense of humor, and the ability to create a caring and safe environment for program participants while maintaining professional boundaries, to multi-task in a fast paced environment, to take initiative, and to be both flexible and persistent.

Primary Duties and Responsibilities:

Program Delivery

- Recruit 15 to 18 participants for five program groups at assigned schools and retain at least 12 to 15 group members throughout the school year.
- Deliver weekly program sessions in English, Spanish, or both at multiple assigned schools in keeping with program curricula, Crittenton standards of practice, and grant-specific recruitment/retention requirements.
- Negotiate an annual service agreement with each assigned school and work closely with assigned school contacts to recruit participants, to develop and regularly update a calendar for each school, to stay abreast of school activities that would impact program delivery.
- Link participants to needed supports including, but not limited to mental health services, medical care, benefits/social services, or academic support/tutoring, when needed. Monitor results.
- Invite guest speakers to group sessions both to provide information and to introduce participants to care adults who are role models.
- Coordinate out-of-school enrichment activities for program participants to build group cohesion and to expose participants to colleges, careers, and workplaces.

Relationships with parents, in schools, and in the community

- Maintain regular communication with parents to keep them informed about the program and with program participants to ensure required levels of program engagement, attendance, completion, and retention.
- Represent Crittenton within assigned schools, maintaining working relationships with school administrators, nurses, counselors, teachers, and support staff to keep the school informed on program activities and build support for the program within the school/
- Represent Crittenton at meetings with providers working in the assigned schools and with community groups to build relationships that will support the program and program participants.

Required program monitoring, evaluation, and reporting

- Maintain complete and accurate program-related records, including group registration, group rosters, and session attendance.
- Submit weekly attendance and implementation reports.
- Compile program data for reports and ongoing monitoring.
- Submit evaluation plans and administer all evaluation instruments.
- Submit end-of-year reports.

Other

- Adhere to assigned program budget.
- Submit weekly expenditure reports and receipts.
- Other duties, as assigned.

Required Qualification and Core Competencies:

- Bachelor's degree in Social Work, Counseling, Public Health, Education, or other relevant field
- Demonstrated ability to recruit participants and deliver programs for adolescents in group settings
- Demonstrated ability to deliver programs in English and in Spanish
- Demonstrated mastery and use of the core competences (skills, abilities, and knowledge) essential for youth development work
- Demonstrated ability to deliver content on reproductive health, sexual health, contraception, and healthy relationships
- Demonstrated ability to speak and write cogently

Preferred Qualifications and Experience:

- Master's degree in Social Work, Counseling, Public Health, Education, or other relevant field
- Experience delivering positive youth development programs in Montgomery County, MD
- Experience working in schools in Montgomery County, MD
- Experience delivering programs for teen parents
- Experience delivering content to teen parents on HIV/STI prevention, early childhood development, and positive parenting to adolescents
- Experience making referrals to community resources for pregnant and parenting teens
- Experience in crisis intervention and conflict resolution

Other requirements:

- Access to reliable personal transportation
- Proficiency in using Microsoft Office software and Google Drive apps.
- Commitment to Crittenton organizational values related to cultural competence and responsiveness in program delivery, community relations, and staff development

Hours of operation:

Crittenton's hours of operation are from 9:00 am to 5:00 pm, Monday to Friday. Hours may vary based on responsibilities. This position is exempt from the Fair Labor Standards Act, meaning that you may have to work more than 40 hours per week to complete your work. Every effort will be made to keep your work within 40 hours.

Salary:

Crittenton is an Equal Opportunity Employer. We provide a competitive salary and excellent benefits.

Salary will be negotiated, based upon experience and qualifications.

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To apply:

Please send an email to nsanders@crittentonservices.org with the following attachments:

- Your resume,
- A cover letter that provides actual examples of how your past experiences demonstrate that you have the competencies that are required for the position, and
- A brief, work-related writing sample

No phone calls, please.