

Crittenton Services of Greater Washington

Youth Development Program Coordinator

The 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 groups of 12 to 15 teen girls at two to five middle and high schools in Wards 5, 7, and 8 in Washington, DC; 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

- Deliver weekly program sessions 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, to keep the school informed on program activities and build support for the program within the school, and to address the needs of program participants.
- Represent Crittenton within assigned schools and communities, maintaining working relationships with school administrators, nurses, counselors, teachers, and support staff as well as with other nonprofits working in assigned schools.
- Maintain regular communication with program participants to ensure required levels of program engagement, attendance, completion, and retention.
- Communicate with parents to keep them informed about program activities
- Refer program participants to services, including, but not limited to mental health services, medical care, benefits/social services, or academic support/tutoring, when needed.
- Coordinate out-of-school enrichment activities for program participants that support program curriculum
- Serve as Crittenton's representative at meetings with other nonprofits and with community groups, as needed.

Program Monitoring, Evaluation, and Reporting

- Maintain all program-related records, including group registration, group rosters, and session attendance, as required.
- Submit weekly attendance and implementation reports, as required.
- Submit monthly program forecasts, as required.
- Compile program data for reports and ongoing monitoring, as requested.
- Submit evaluation plans and administer all evaluation instruments, as required.

Other

- Adhere to assigned program budget.
- Submit expenditure reports and receipts, as required.
- 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 mastery and use of the core competences (skills, abilities, and knowledge) essential for youth development work (See attached)
- 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 the District
- Experience working in schools in Wards 5, 7, and 8 in the District
- 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.

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.