

Brethren Housing Association

Position Description

Title: Youth Program & Volunteer Engagement
Coordinator

Reports To: Program Director

Department: Program

Incumbent:

FLSA Status: Nonexempt / hourly (part-time)

Updated: August 10, 2021

General Summary

The Youth Program & Volunteer Engagement Coordinator is a part-time position (20 hours/week). This position manages all aspects of youth programming and assists with recruitment, basic training, and supervision of volunteers as well as the development of a curriculum for the Youth Program in collaboration with the Program Director. This position will also manage program and property volunteer individual and groups in coordination with other BHA staff. The Youth Program & Volunteer Engagement Coordinator reports directly to the Program Director.

Essential Duties and Responsibilities include the following:

- Youth Program Responsibilities
 - Ensure adequate supervision of youth program volunteers.
 - Develop/Maintain a curriculum or series of activities consistent with BHA's Mission and Goals
 - Provide structured educational and social learning opportunities for children of all ages that nurture hope and resiliency.
 - Seek to incorporate topics that support BHA's Youth Program Outcomes
 - Provide ASQ evaluations to all BHA youth up to 5 years old as required
 - Coordinate with Harrisburg First Church of the Brethren staff regarding use of the childcare facilities, and train volunteers on room usage/clean-up guidelines
 - Purchase/Maintain an inventory of crafts, games, school supplies and other educational supplies for the use of volunteers and children of BHA.
 - Provide documentation of all expenses within the limit of the determined budget
- Volunteer Engagement Coordinator Responsibilities
 - Manage Youth Program, Transitions Program, and BHA Property volunteers as well as work groups for BHA.
 - Actively promote BHA volunteer opportunities through communication with BHA support base and attendance at college service fairs and church conferences and speaking engagements
 - Develop and maintain policies and procedures needed to effectively guide BHA's individual and group volunteer programs
 - *Individuals:*
 - Coordinate application, screening, and navigation process for individual volunteers to ensure they are qualified and directed to the right staff for supervision
 - In coordination with other staff, ensure proper training of individual volunteers and understanding of BHA policies and procedures

- *Work Groups*
 - Maintain regular listing of project needs for volunteer groups in dialogue with Property Manager and other BHA staff
 - Serve as point person for volunteer work groups for confirming details related to date, time, type of service, and facility/food/staff oversight needs
 - Plan for welcome/orientation/training for volunteer work groups
 - In coordination with Property Manager, ensure and help to provide oversight to work groups at their respective project sites
- Maintain updated list of volunteers and track hours and maintain a volunteer schedule
- Manage Criminal Background Check and Child Abuse Clearance process for all individual volunteers
- Collaborate with Program Director to effectively nurture and acknowledge volunteers for their service to BHA
- Other Program Responsibilities
 - Take part in regular supervision meetings with Program Director.
 - Maintain and document data based on program outcomes and participate in program evaluation in coordination with the Program Director.
 - Represent BHA favorably in the community through participation on community committees and other community events as approved by Program Director.
 - Participate in BHA Community Events as able (summer picnics, participant graduation parties, BHA fundraising events etc.).
 - Continue professional development by attending workshops/classes beneficial to job and organizational improvement.

Education and Experience

- Associates degree in Human Services, Education, Child development or related field **OR** equivalent and relevant experience preferred

Skills, Abilities, Competencies

1. Warm, welcoming personality. Able to relate effectively with diverse constituencies, including clients, volunteers, business leaders, pastors, and communities of faith.
2. Organized and detail-oriented professional able to manage a variety of tasks and job requirements.
3. Strong written and verbal communication skills.
4. Self-motivated team player. Works well independently, but also as a team member among the staff.
5. Basic proficiency with Microsoft Office word processing and data entry software.
6. Empathetic to the needs of low-income single-parent families in crisis, persons dealing with addictions and abuse, and the needs of under-resourced communities.
7. Sensitivity to persons of various cultural, ethnic and socio-economic backgrounds.
8. Commitments and values are consistent with mission and core values of BHA and the Church of the Brethren.

Certificates, Licenses, Registrations

- 1. Valid driver’s license and regular access to a reliable vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will need to sit (at times for extended periods) or stand as needed. May require walking primarily on a level surface during the workday. Reaching above shoulder heights, bending stooping or lifting (up to 40 pounds) to file documents or move materials during the workday.

Work Environment

The work environment is that most often found in a traditional office setting with primary overhead lighting. The room temperature is typically controlled automatically, and the air quality is typically good.

Other Duties

Please note, this position description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee in this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Program Director

Date

Executive Director

Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee

Date