

Job Description

Position: Youth Services Coordinator
Status: Exempt

Supervision & Employee Reporting

Supervisor: Chief Program Officer

Position Summary

The Youth Services Coordinator is accountable for the coordination of youth programming including LifeBridge Camps, general oversight of after school enrichment services, and directing activities to achieve the strategic goals defined for youth programming. This person will work closely with the Chief Program Officer (CPO), SPARK Club Supervisor (SCS), Program Support Manager (PSM), and other direct support staff to ensure clients experience activities that promote meaningful inclusion and socialization.

Essential Job Functions

Youth Services Coordination:

- Manage client caseloads including documentation of eligibility and support needs, assessing client progress, and maintaining client communication.
- Maintain compliance with funder requirements including documentation per funding contracts and preparing for annual site visits and audits.
- Assist with developing and implementing action plan to achieve strategic goals defined by the Board of Directors for youth programming.
- Coordinate with PSM and Out & About staff to ensure smooth transition from youth to adult services.

LifeBridge Camps:

- Coordinate registration including developing and distributing marketing materials to clients and through community and school events, administrating registrations received, collecting client program fees, and confirming client registrations.
- Recruit and train camp staff, coordinating with the CPO to promote retention of camp staff for other agency program staffing needs.
- Plan and implement daily schedules to ensure clients experience a variety of adaptable and accessible activities, entertainment, and off-site field trips and to ensure client support needs are met.
- Coordinate with the PSM to arrange in-house and contracted transportation as needed.
- Ensure program documentation provides detailed evidence of services provided to clients, supports billing submitted to funders, and informs impact reporting.
- Partner with the PSM to ensure volunteers are prepared and to provide feedback regarding the volunteer experience.

Oversight of After School Services:

- Provide final approval of marketing and registration materials.
- Partner with the SCS in the development of monthly themes and activity schedules.

- Coordinate with the SCS in the recruitment, training, evaluation, and retention of direct support staff.
- As needed, serve as program site supervisor including oversight of direct support staff, facilitating activities, providing transportation, and completing documentation.

Other Job Functions

As deemed necessary, assist with Out & About client support services, agency fundraising events, and general agency administrative tasks.

Minimum Qualifications

- Hold a degree in Recreation, Education, Human Services, Therapy Services or other related field of study.
- Hold a Missouri Class E license with evidence of an excellent driving record per the DMV (within two weeks of employment).
- Pass a standard industry background check including a Missouri Department of Health and Senior Services Family Care Safety Registry check.
- Qualify under the requirements for controlled substance testing as required by MoDOT and the FTA, including a pre-employment drug test.
- Hold certifications in CPR, First Aid, Maltreatment Prevention, and Universal Precautions (within 30 days of hiring).
- Demonstrate the ability to complete physical tasks including supporting 75+ lb, kneeling, squatting, and bending to provide individualized supports to clients.
- Three or more years of supervisory experience with event planning and a broad knowledge of working with youth with a wide range of disabilities.
- Demonstrate the ability to write a professional progress note reflecting support services provided to a client and the result of those services.
- Demonstrate the ability to utilize technology: client management database, Microsoft programs including Word, Excel, and Publisher, as well as Google apps including Docs, Sheets, and Calendar.
- Demonstrate the ability to effectively communicate with co-workers, clients, and partner agencies in writing and verbally, in small and large group settings.

Preferred Qualifications

- Masters Degree in Recreation, Education, Human Services, Therapy Services or related field.
- 5+ years of supervisory experience.
- Proficient in commonly used sign language, using AAC devices, Applied Behavior Analysis, MANDT and Medication Administration.
- 1-2 years of experience with creating marketing and communication materials.