

Position Title: Youth Programs Coordinator

Reports to: Teen Center Manager

Exempt/Non-exempt: Exempt

Salary Range: \$45,000 to \$65,000 a year

Schedule: Full Time

Organizational Summary

Midcoast Youth Center (“MYC”) is a non-profit organization located in Bath, Maine. Our mission is to empower Midcoast youth to be healthy, engaged, and resilient, by offering recreation, education & enrichment, leadership & life skills, referrals to mental health support & substance use treatment, and support to youth experiencing housing insecurity. Our vision is a suicide-free Midcoast community where the physical and emotional needs of youth are met through comprehensive programming and social services; where youth are inspired and equipped to realize the future they want.

Summary

The Youth Programs Coordinator (YPC) shall be a key member of the Midcoast Youth Center development team. The YPC will develop programs, events & activities that appeal to youth and families and that increase birthday party bookings. Additionally, the YPC will assist with educational programs targeted toward high-risk populations. The YPC will work closely one-on-one with students or in small & large group settings.

Responsibilities include but are not limited to:

Social Emotional Programming

- Building developmental relationships with youth who frequent the center
- Being a caring adult to all youth
- Empowering youth to resolve conflicts within their peer groups, families, schools, community
- Participating in youth leadership groups
- Supporting teens through one-on-one mentoring relationships
- Assisting youth with educational opportunities
- Plan, coordinate and execute youth activities and events for afterschool, evenings and sometimes weekends.
- Working with MYC partners to offer educational opportunities for youth

Events and Parties

- Manage all aspects of our birthday party program.
- Ensure proper supervision of birthday parties and other youth enrichment activities, as directed.
- Plan, coordinate, and execute off-site activities i.e. field trips, trips to the courts, etc.

Summer Programming

Youth Staff Development

- Coach MYC Youth Staff to be positive mentors for students and serve as a source of resilience.
- Serve as a role model for Youth Staff on how to engage with youth and build rapport.

Other Operational Responsibilities

- Front Desk duties: checking in youth, skaters, processing transactions at Café and Skate shop, if needed
- Responsible for nightly closing procedures including cleaning and cash out
- Maintain routine contact with Teen Center Manager to relay pertinent information in a timely fashion, using tools such as Microsoft Outlook and Teams.
- Perform all other duties assigned by supervisor.
- Enforce all MYC policies and procedures.

Leadership & Management

- Responsible for coordinating tasks with Teen Center Manager
- Actively engage and energize MYC volunteers where applicable to the position scope.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- One or more years of experience working in a busy, fast-paced environment with the ability to manage multiple tasks, duties, and responsibilities at once.
- High attention to detail.
- Ability to communicate effectively with multiple audiences.
- Able to perform all duties identified in this job description.
- Ability to lift 50lbs.

Preferred Experience:

- Action/adventure sports such as skating boarding and riding, mountain biking, rock climbing, hiking, paddling, etc.
- Experience instructing students in life skills such as cooking and baking, financial literacy, professional communication, public speaking, etc.

Education & Experience

Bachelor's degree (preferred)

Knowledge, Skills & Abilities

- Proven leadership and rapport with young people of all ages
- Strong written & verbal skills
- Ability to work effectively in collaboration with diverse groups of people Certificates, Licenses, Registrations
- Valid Maine Driver's License, preferred

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 this job. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is often required to stand, walk, use hands to finger handle or feel objects, tools or controls; reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental demands/Environmental Factors

Maintain emotional control under stress. Manage multiple aspects of work amid a busy environment. Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multifaceted projects in conjunction with day-to-day activities.

Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

I have read and fully understood the responsibilities, demands and expectations for the position of Youth Programs Coordinator as described above.

Printed Name of Employee _____

Employee's Signature _____ Date _____