



Position Description

- Title:** Program Coordinator
Full-time (40 hours) non-exempt
- Salary:** \$13.50 hour + benefits, including paid holidays and vacation, health and dental coverage, and flexible spending plans.
- Summary:** Youth On Their Own (YOTO) is in its third decade of providing services to homeless and unaccompanied teens who desire to graduate from high school. The agency's services include financial assistance, assistance with meeting basic needs, and guidance.
- The Program Coordinator is responsible for providing effective services to eligible youth. The ideal candidate will have a deep commitment to and interest in supporting the high school graduation of students who do not have safe and permanent homes and who do not have a parent or long-term legal guardian physically involved in their lives.
- Supervision:** Reports to the Program Director.

Duties and Responsibilities

- Performs initial review of Student Applications, Stipend Request Forms, and Special Needs Requests; evaluates and approves/disapproves within established boundaries and refers others to Program Director for review; communicates status to students and liaisons.
- Provides in-person and phone support for students needing assistance, assesses situation and makes referrals for case management, housing, employment, entitlement programs, and other services.
- Cultivates sources for student services, maintains effective relationships with providers and provides referrals for services outside the agency's area of expertise.
- Works with and supports Program Volunteers, including School Liaisons; provides ongoing School Liaison training, communication and relationship cultivation.
- Provides referrals to medical and dental services when appropriate and necessary and maintains database of pro-bono providers.

- Creates and maintains student records and file system, a client database, and grant documentation; provides individual student and summary data as needed; analyzes trends, prepares reports, and assists with grant compliance.
- Collaborates with staff to strengthen programs, enhance learning, and improve internal systems.
- Assists in organizing and executing student-related and program volunteer-related events.
- Performs other duties as requested by the Executive Director or Program Director.

Skills and Abilities

- Strong organizational skills.
 - Ability to multi-task and coordinate and work with other staff members in a team effort.
 - Ability to create and maintain energetic and positive interactions with staff, volunteers, donors, other agencies, the public and, most especially, the youth clients served by the agency; approachable, yet professional demeanor.
- Skill in problem assessment and the ability to take appropriate action.
- Ability to work with and maintain confidential files, records and correspondence.
- Experience with Access, Excel, Word.
- Excellent verbal and written skills.
- Ability to be flexible and work well with a variety of people.
- Self-starting and able to work independently.
- Desire to work with/affinity for disadvantaged youth.
- Knowledge of local human service and education resources.

Required Qualifications

- Bachelors Degree in Social Work, Education or other relevant area of study.†
- A minimum of two years experience in program delivery in a non-profit or public setting.
- One year experience working with disadvantaged teenagers.
- Valid driver's license, clean driving record and own auto with insurance coverage (mileage reimbursement provided).
- Clean record that will be supported by fingerprinting, background check and drug test.

† An Associates Degree and three years of experience working with disadvantaged teenagers may be considered in lieu of the Bachelors Degree.

Preferred Qualifications

- Bilingual English/Spanish a plus

To apply for this position:

Submit a complete resume, a letter of application that outlines your qualifications for the position and desire to work for a non-profit agency serving disadvantaged youth, and the names and contact information (including email, if possible) of three professional references.

Mail or email application information to Heidi MacDonald, Administrative Coordinator, 1443 W. Prince Road, Tucson, AZ 85705, hmacdonald@yoto.org. No phone calls, please.

The position is open until filled, with the first review commencing June 9, 2008.

Criminal background check, drug testing and driver's record review will be conducted on final candidate(s).