JOB DESCRIPTION

Title: Summer Youth Coordinator
Status: 40 hours per week
Salary: $15/hour
Positions: 1

Job Summary

The Summer Youth Coordinator will work to assist youth employees, ages 14-21, in completing assigned job tasks. Staff members will be responsible for working with a team to case manage youth, coordinate paperwork, complete site-visits, and provide other assistance as needed.

Responsibilities include, but are not limited to:
- Ongoing reporting on program participants' progress within Salesforce data system
- Assist in the implementation of CEA’s proposal and contract in accordance with the guidelines set forth by Partner4Work
- Assist in the management of youth participants
- Supervise Summer Youth Counselor
- Manage worksites throughout the summer in order to assure safe working environments
- Coordinate the collection of timesheets for all program participants and provide to the Deputy Director
- Conduct the work readiness training for participants.
- Assist in the creation and implement enrichment activities.
- Assist youth participants to gain access to support services.
- Assist in the planning and implementation of a year-end celebration.

Education/Experience Requirements
- Bachelor's Degree (preferred) in social work, psychology, sociology, public administration, or related field
- Experience working with low-income, urban youths
- Strong communication skills
- Strong computer literacy, digital organizing skills and social media marketing expertise
- Current (or ability to quickly receive) Act 33/34 clearances
- Access to a car and a valid driver's license
- Case management experience a plus