



## WEST VALLEY PROGRAM COORDINATOR: POSITION DETAIL

Title:	one·n·ten West Valley Satellite Coordinator
Location:	West Valley one·n·ten (Phoenix, 85254)
Position Type:	Part Time
Reports To:	Director of Programs
Salary Range:	\$15 (2-4 hour per week)
Benefits:	None
Application Submission Deadline:	5:00pm Friday, February 2 <sup>nd</sup> , 2018
Start Date:	Wednesday, February 7 <sup>th</sup> or 24 <sup>th</sup> , 2018 (Some training may be required before start date)

## POSITION SUMMARY

The Satellite Program Coordinator will plan and implement one·n·ten's positive youth development programming on Wednesday evenings at our West Valley Satellite Location, which is currently located at 11024 N. 2 8<sup>th</sup> Dr. Phoenix, AZ 85029.

## CORE RESPONSIBILITIES

Support and implement programs for one·n·ten youth to succeed:

- Plan and oversee weekly program and activities that support positive youth development outcomes
- Lead age-appropriate group activities, including those emphasizing education, safety, LGBTQ community, healthy choices/lifestyles, and community engagement

- Establish and enforce safe-space guidelines consistent with organizational goals/mission
- Oversee the provision of weekly program activities in accordance with established standards and goals
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s)
- Demonstrate leadership to ensure appropriate conduct, safety and development of participants
- Actively recruit new youth participants
- Evaluate programs on a continual basis to ensure programs/activities respond to member needs and address participant's sexual orientation, gender identity and cultural diversity
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues
- Purchase supplies and snacks in accordance with approved budget
- Increase visibility of one•n•ten programs via posting of weekly schedule, announcements of upcoming events internally & externally, manage Facebook group page
- Develop collaborative partnerships with other youth serving organizations, members, parents, families and community organizations

## **IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of one•n•ten programs, services, and events
- Exemplary verbal, written and interpersonal communication skills, attention to detail
- Able to motivate others; oversee youth participants and weekly volunteers
- Understand, value and respect diversity in all forms, including diversity within the LGBTQ community
- Demonstrate professionalism, good judgment, and maintain confidentiality when required
- Work as an independent self-starter, without direct supervision, as well as a member of a team; develop positive working relationships with youth, volunteers, and staff

- Prepare accurate, concise and timely reports
- Provide and accept constructive feedback to/from supervisors, peers, volunteers, and youth participants
- Understanding of a trauma informed care approach
- Maintain a high level of professional energy and enthusiasm

## QUALIFICATIONS

- High School diploma or GED, Bachelor's degree preferred
- Experience working with teens and young adults
- Knowledge of youth development, challenges and solutions
- Ability to motivate youth and provide critical resources
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- CPR & First Aid certifications
- Screening Requirements: Criminal Background Check/Fingerprint Clearance Card

## INSTRUCTIONS – HOW TO APPLY

A complete application contains the following items:

- A cover letter, not to exceed one page
- A comprehensive resume
- Contact information for three current professional references.

**Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format:  
 LastnameSPCApplication.pdf or LastnameSPCApplication.doc or  
 LastnameSPCApplication.docx**

Applicants who are unable to meet file format requirements should contact the one•n•ten offices at least three days in advance of the deadline at 602-400-2601.

Complete applications should be attached to an email message with “WVPC Submission” in the subject line, and sent to: [office@oneten.org](mailto:office@oneten.org)

Applications will not be accepted through any other means.

Applicants can expect to receive a confirmation within 2 business days indicating that an application has been successfully received.

**Application Submission Deadline: 5:00pm, Friday, February 2<sup>nd</sup> 2018**

one•n•ten is an EOE/ADA Reasonable Accommodation Employer.