

Coordinator, Youth Programs

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 12058

Job Series/Job Family: Student Support & Success Series / Student Recruitment & Success Family

Reports To

Associate Vice President, Student Success

Job Purpose

To seek funding for and plan, coordinate, and implement the mentor/tutors, youth, and parent support programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops, coordinates, and evaluates the activities for the youth programs.
2. Develops, coordinates, and evaluates the mentoring/tutoring program with the elementary schools.
3. Seeks external funding and community support for youth programs.
4. Hires, trains, and supervises work-study students for participation in the mentoring/tutoring program at elementary schools.
5. Hires group leaders for the youth program.
6. Makes large and small group presentations to the community; and offers workshops to parents to promote career options and a college-going culture.
7. Assists in developing marketing and communication materials for programs offered.
8. Assists in developing and monitoring all related budgets.
9. Develops and writes grant proposals.
10. Monitors, compiles and analyzes data for all programs and incorporates information into annual reports utilizing spreadsheet and other data analysis software.
11. Prepares written reports for all programs.
12. Conducts follow-up longitudinal studies of program participants.
13. Participates in community and advisory committee meetings.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College programs, services, and strategic directions.
- Budgeting and accounting systems.
- Methods used in project coordination, planning, implementation, and scheduling.
- Grant proposal submission processes.
- Age-appropriate cognitive readiness and development of students in grades 1-7.
- Creative learning techniques.
- Supervisory techniques.
- Creative learning methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an establishing schedule, including some evenings and weekends.
- Effectively using interpersonal and verbal and written communication skills, including tact, diplomacy, understanding, and valuing all contributions.
- Effectively using organizational, planning, and problem solving skills, including focused attention to detail and follow-through.
- Working in a collaborative manner.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Effectively working with a diverse and multicultural community and student body, including K-12 students and their parents.
- Public speaking and delivering PowerPoint presentations.
- Making site visits to public school campuses.
- Articulating program structure and student benefits to potential funding sources.
- Calmly resolving unplanned issues in a timely fashion.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including EXCEL spreadsheets and data analysis software.

Physical Requirements

Required

- Includes evenings and weekend work.
- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office and classroom environments.

Work Experience

Required

- Two years related work experience.

Preferred

- Related work experience in a higher education institution. Some supervisory experience. Working with students in grade 1-7 in educational programs.

Education

Required

- Bachelor's degree.

Preferred

- Bachelor's degree or Master's degree in education, business, sociology, psychology, social work, or a related field.

Other

Required

- Reliable transportation for local Austin area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.