



BOOKER T. WASHINGTON

COMMUNITY SERVICE CENTER

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Position Title: Youth Programs Coordinator

FLSA: Non-Exempt, Full Time

Salary: \$60,000 annually with full benefits

Schedule: 40 hours/week

Location: On-site, San Francisco, CA

Mission:

[The Booker T. Washington Community Service Center](#)'s mission is to empower the lives of our community by offering individuals and families the services and support they need to become self-sufficient. The oldest Black-led, Black-serving organization in San Francisco, BTWCSC has been a beacon of support and light for the Fillmore/Western Addition community for more than a century. We work to reduce economic and racial disparities by serving as a one-stop hub that provides affordable housing, education, senior services, family stabilization, workforce development, and community building. BTWCSC is an anchor institution and is one of the few urban spaces where anyone in the community can access comprehensive services, from a hot meal to childcare to academic support to senior services.

Summary: The BTW Youth Programs Coordinator will be under the direct supervision of the Youth Programs Manager and Director of Programs and will be responsible for providing programmatic, operational, and administrative support for all BTWCSC youth programs and activities.

Essential Duties:

- Deliver high-quality programming and operational support to BTWCSC youth programs.
- Support the development of lesson plans and age appropriate activities for K-8th grade youth.
- Adhere to policies as stated in the BTWCSC employee, childcare and program policies and procedures manual and in subsequent BTWCSC training and meetings.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, and co-workers.
- Communicate with the Director of Programs, Program Manager, and Youth Specialists, as needed.
- Conduct community outreach efforts in order to register new program participants.
- Requisition materials and supplies needed to carry out youth activities.
- Work with Youth program staff to facilitate and support a variety of educational and recreational programs and events for youth and families of the Fillmore & Western Addition neighborhood (backpack giveaways, holiday events, etc).
- Help arrange and monitor transportation for youth participants to and from activities as needed.

- Assist in various community-wide activities for the purpose of enhancing community relationships, improving client services and programs, and promoting BTWCSC.
- Provide support in development and implementation of youth limited to after-school, summer camp, field trips and off-sites, and other educational programming.
- Develop and coordinate relationships with BTWCSC youth programs subcontractors and vendors critical to service provision.
- Manage youth programs inventory including deliveries and purchases to ensure fair and equitable distribution.
- Follow all BTWCSC and specific program policies and procedures that ensure a dignified service and safe practices.
- Maintain accurate documentation of attendance, absences, and emergency information on each child.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.
- Maintain all supplies, equipment, and materials; inform the Director of Programs or Programs Manager when new/additional supplies are needed.
- Ensure that all staff and children are respectful of BTWCSC property; ensure all school rules are followed.
- Work with Youth Program Manager to ensure that participants receive appropriate timely information via print and electronically, and provide referrals to other services if needed.
- Keep accurate and up-to-date database records on service use grant requirements, and provide timely reports as required.
- Maintain regular communication with other local service providers for the purposes of building community partnerships and staying connected.
- Support the monitoring and measuring the effectiveness and outcomes of youth programming.
- Attend staff meetings and staff development trainings.
- Other duties as required.

Qualifications and Skills Required:

- A high school diploma is required. College degree, preferred.
- Two years related experience in schools, youth programs, human or social services or other responsible positions related to not-for-profit programs
- Must have knowledge and understanding of the special needs and concerns of vulnerable communities and communities of color.
- Ability to communicate effectively with agency staff, clients, youth, and volunteers.
- Ability to execute, and participate in, if necessary, activities appropriate for the assigned age group.
- Emotional maturity, good moral character, and integrity.
- Do not indulge in illicit drugs, alcoholic beverages prior to or during work hours

- Driver's License preferred
- Ability to plan, be flexible, work with a team, and create activities on the spot.
- Must have CPR/First Aid certification.
- Must attain Food Safety/Servsafe certification.
- Excellent verbal communications skills and clear writing skills.
- Ability to be adaptive and work in a fast-paced environment.
- Establish and maintain professional relationships with clients, co-workers, volunteers and other service providers.
- Ability to read, understand and complete various forms, documents, and reports.
- Competent using MS Office Suite, Google Suite, Excel, and ability to learn data entry.
- Demonstrated ability to plan, organize, and manage activities that require attention to detail.

Schedule:

- This role requires the employee to work on-site in a direct service environment with youth on a daily basis.
- Monday - Friday; occasional nights and weekends.
- Additional hours required for family events include, but are not limited to: BTW staff events, evening and late-night duty, early dismissal, staff meetings. A calendar will be provided.

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats (e.g paper and digital)
- Must have adequate hearing to respond to members and interact with the public.
- Ability to stand for up to 5 hours
- Ability to run up to 100 yards (in the case of a emergency)

PROFESSIONAL EXPECTATIONS:

The Youth Coordinator will exhibit and represent behaviors consistent with the expectations within the BTWCSC competency guidelines listed below:

- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

BTWCSC is an Equal Opportunity Employer.

To apply, please email Human Resources Director at Nichelle Miller at Nmiller@btwcsc.org