



Cincinnati-Hamilton County Community Action Agency

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JOB DESCRIPTION

POSITION: Youth Development Coordinator **FLSA STATUS:** Exempt
DIVISION: Youth Services **PAY GRADE:** (9)
HIRING RANGE: \$36,424 - \$46,442 annually
WORK HOURS: 8:00 A.M. – 5:00 P.M., 80 hours bi-weekly, requires evenings and weekends

LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road
Cincinnati, Ohio 45237

POSITION SUMMARY: Provide comprehensive oversight for Youth Development to ensure compliance with funding requirements and local, state, and federal regulations.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Provides oversight to the Summer Youth Employment Program (SYEP).
2. Provides assistance to programs needed in schools, outreach and training activities for youth for after hours.
3. Develops and implements annual youth activities.
4. Builds relationships with potential employers which results in paid work opportunities for youth ages 14-18.
5. Develops and maintains standard operating procedures for Youth Development department.
6. Develops tracking system to report program's benchmarks, outcomes, and expenditures ensuring compliance with program budget.
7. Develops and maintains Youth Development handbook for distribution at orientation.
8. Recruits, trains and supervises program staff and participants.
9. Researches and creates various models of innovative youth programming.
10. Creates, builds, and manages collaborative partnerships. (Schools, youth group, etc.)
11. Supports case management activities identifying C-HCCAA and other resources to assist youth and their families.
12. Works in partnership with the Community Relations department to develop advertising and marketing materials for branding Youth Development services.
13. Works with the Planning department to seek and identify grant opportunities to seek program funding.
14. Facilitates team meetings and planning committees.
15. Manages Youth Development employees including selection, hiring, development, discipline, evaluation and recommending termination of staff.
16. All duties are performed in accordance with C-HCCAA policies.
17. Perform all other duties as assigned



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WORK ENVIRONMENT:

Include both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and site visits, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a Bachelor Degree in Social Work, Urban Planning, Education or related Social Science field from an Accredited College or University, and have at least five (5) years program management experience, focusing on youth development and employment resources.
2. Have and maintain knowledge of services available to youth within Cincinnati and Hamilton County.
3. Have good written and oral communication and interpersonal skills.
4. Hold a valid driver's license and insurance.
5. Be proficient in Microsoft Office applications.
6. Have experience working with diverse populations, including low to moderate-income families.
7. Have the ability to multi-task, prioritize duties and meet deadlines.
8. Be able to meet the following requirements with or without reasonable accommodation:
 - a. Operate, prepare, and handle computer equipment and related items;
 - b. Communicate and discuss topics relative to work performed and program activities;
 - c. Assess, inspect, observe, and interpret written documents; and
 - d. Lift and move objects weighing up to 25 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Director of Youth Services

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.