Job Description

Job Title: Assistant Program Coordinator  
Department: Education & Youth Services (E&YS)  
Program: Summer Youth Empowerment Program (SYEP)

Reports to: Program Coordinator, SYEP  
Position Supervised: Field Supervisor  
Pay Rate/Range: $16,536/program period ($19.50/hr)  
Employment Class: Full-Time/Exempt/Temporary (5/1/2017-9/29/2017)

Work Days: Monday through Friday  
Customary Hours: 8:30 AM to 5:00 PM (*Hours are extended when work load is increased.)

Position Summary (see program description below)
The Assistant Program Coordinator will be responsible for assisting the Program Coordinator with the day-to-day management of Summer Youth Empowerment Program (SYEP).

Duties & Responsibilities

- Responsible for supervision of Field Supervisor, oversight of Job Advocate staff, managing worksite partner relationships, and managing relationship with SYEP funders and community partners.
- Also, assist with managing intake and eligibility processes, coordination of worksite placements, ensuring timely processing of reports and payroll, monitoring participant’s progress, and work with the program partners to ensure delivery of a top-quality work training program.
- Second respondent of any worksite and intern concerns.
- Responsible for implementing programming as directed by the Program Coordinator.
- Handles day-to-day program operations.
- Support Program Coordinator with outreach and recruitment and supervising of the Intake and Assessment process to ensure compliance with Franklin County Job and Family Services (FCDJFS) standards and protocols.
- Help manage Work Readiness Training Week, worksite placement of participants and coordination of the Summer Youth Empowerment End of Summer Recognition Celebration.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.
• Responsible for youth community engagement – earning extra hour opportunities.
• Ensure timely reporting to FCDJFS and other key partners and stakeholders and ensure the required assessment tools to evaluate program progress are administered.
• Tracks program compliance and goals.
• High level consultation and conflict management.
• Training of youth and staff.
• Development, oversight and planning of contractors and consultants.
• Work with Program Coordinator to prepare and distribute reports to inform the Program Manager of the program progress.

Other Duties as Assigned

Program Description

Summer Youth Empowerment Program (SYEP)
The Summer Youth Empowerment Program is a 10-week experiential learning opportunity in which we provide Franklin County youth, ages 14-18, a work readiness training program and paid internship opportunities during the summer.

Job Requirements Education and Experience:

• Bachelor’s degree required - Social Work, Business Management or other related field preferred.
• Must be detail oriented and have ability to manage multiple priorities simultaneously.
• Experience managing youth-serving programs preferred.
• Project management experience a plus.

Professional business attire and appearance required.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:
• Ability to read and speak English proficiently.
• Bilingual preferred but not required.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is regularly required to talk, hear, and see.
• The employee must occasionally lift and/or move up to 50 pounds.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The noise level in the work environment is usually moderate to low.