



Youth Development Program Coordinator **Job Posting Announcement**

Posting Date: 10/15/2021

Posting Number: 1452442

Status & FLSA: Non-Exempt

Bargaining Unit: CUB- unrepresented

Classification: Human Services

Grade: 918

Salary Range: Mid-Late 30K

Location: 1510 West Lafayette Ave Baltimore, MD 21217

Status: Full-Time

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

The Program Coordinator develops and implements activities in accordance with the goals and objectives of the Westside YO Center (WYOCC). Essential responsibilities include responsible for youth engagement of youth ages *eighteen to twenty-four* in all program activities and incorporating the use of career interest and other assessments to determine programming. The coordinator is responsible for supporting youth successfully towards completion their GED, understanding careers and building new skills. They interface closely with program staff, community members and others as needed. The Coordinator will participate in all levels of program planning, implementation and evaluation of youth development program.

Essential Duties and Responsibilities:

- Responsible for recruitment and retention of youth participants in all activities
- Supervise, motivate and support youth participants and ensure safety and leading with positive values and ethical behavior for quality programming at all times
- Coordination of transportation and other logistics as needed for activity
- Organize and collaborate with all team members, and community partners, on implementation of program goals
- Serve as a lead presenter/facilitator of prescribed curricula after initial training of trainers
- Document and maintain youth participant records, in a confidential and timely manner, following all agency procedures
- Prepare data as required for submittal of monthly, quarterly and annual reports
- Participate in planning, implementation and staffing for all youth programming, including weekend and weekday evening events
- Conduct program orientation through presentations, networking and outreach events

- Establish and maintain positive and appropriate professional relationships with youth
- Assist youth and their parent/guardians in applications to higher education to include trade
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals
- Maintain current youth engagement activities such as YO! Live and both male and female support groups

Knowledge, Skills and Abilities:

- Expert level written and verbal communication skills
- Experience in project management
- Very strong organizational skills and highly detail-oriented
- Very strong interpersonal skills and the ability to build relationships with a diverse group of stakeholders, including youth, staff, service providers, businesses, and other external partners
- Ability to effectively collect and analyze data, present findings and recommend viable options for addressing problems/ challenges
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment; and
- Proficient in word processing, spreadsheet, and database applications (i.e., MS Office Suite: Word and Excel) and project management applications
- Experience with **Efforts to Outcomes (ETO) case management software preferred**

Minimum Required Education and Experience:

- A bachelor's degree from an accredited college or university and three years of workforce development, youth or related fields.
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#)

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider