

SUMMER YOUTH EMPLOYMENT COORDINATOR PURPOSE: The Youth Coordinator is responsible for youth workforce development, placement and follow-up services that will help to keep students engaged in The Greater Des Moines Summer Employment Program.

This is a contract position (30 – 40 hours) per week for a 3 month project period.

Under general supervision, the Youth Coordinator will report to the Greater Des Moines Summer Youth Employment Director and will coordinate and monitors the assessment, planning process and follow up for each youth, serves as an advocate and liaison for and on behalf of youth with employers and resource referrals agencies.

Coordinator Duties consist of:

- Application processing/interviewing for a cohort of 20 - 35 youth to participate in a Youth Summer Employment Program
- Meet with summer employment youth cohort once a week to facilitate structured groups dealing with: character development, negative thinking patterns, life skills/situations, social etiquette, assessment/goal setting, financial literacy, service and leadership.
- Responsible for documentation of weekly group notes, individual notes and weekly contact notes.
- Compile end of program reports, close-out employer & participant surveys
- Adheres to organization policies and procedures that align with the vision, mission and goals of The Greater Des Moines Summer Youth Employment Program
- Works effectively with people from diverse backgrounds, beliefs, and experiences by creating an inclusive non-judgmental environment
- Is prepared for weekly discussion between coordinator and youth
- Utilizes 21st century technology to effectively and efficiently administer curriculum
- Prepares reports on youth engagement, participation, completion, and retention rates.
- Maintain positive employer relationships
- Organize youth recognition ceremony
- Remain flexible to additional duties as needed

If you are interested in this position, please submit your resume via email or drop off at the Evelyn K. Davis Center for Working Families, Monday through Friday 8am to 4:30. Deadline is May 17th, 2013 by 12pm.

Evelyn K. Davis Center for Working Families is located at:
801 University Ave, Des Moines, Iowa 50314 or
Email: mdegear@evelynkdaviscenter.org