

## **SPECIAL PROJECTS COORDINATOR**

### **1. MINIMUM QUALIFICATIONS**

A Bachelors Degree in the social service, education, recreation or liberal arts field or bachelors with 4 or more years experience. Some prior work or volunteer experience with youth.

### **2. RESPONSIBILITIES**

Supervise and Observe the interaction of participants in the Youth Center, recording discipline problems or other issues staff should be alerted to.

Actively participate with youth and carry out planned activities, such as, pool tournaments, discussion groups, arts and crafts, movies and field trips.

Recruit and supervise the volunteers in the Youth Center giving them tasks, recommendations and completing their evaluations.

Maintain daily records and complete those given to you by your supervisor.

Attend meetings of community collaborations on special projects.

Prepare agendas/activities for special projects groups, such as, Youth Board and New experience Mentoring.

Administer research- based programs when applicable such as "Too Good For Drugs" Program.

At the discretion of the Director of Counseling maintain a small caseload and/or teach EBP's, evidence- based programming.

Maintain client record keeping and meet for case review with the Director of Prevention.

Plan activities for special projects groups; contacting various community representatives as liaisons for these projects.

Prepare and submit publicity announcements on special projects.

Is responsible to the Director of Prevention and should complete tasks requested by Executive Director.

Please send resume to: [concernforyouth@yahoo.com](mailto:concernforyouth@yahoo.com) or call (607) 324-0808.