

FOCUS PROGRAM COORDINATOR

Job Description

FOCUS-Foster Futures is a program of Friends of Children, a child advocacy nonprofit organization. FOCUS engages a community of caring adults to help transition age youth achieve self sufficiency and well being in their lives. FOCUS supports services to young people, 18-26 years old, who have experienced foster care, and have no long-term familial or community support. The role of the FOCUS Coordinator is to oversee the FOCUS program.

Responsibilities:

- Develop and maintain the FOCUS youth mentorship program and serve as the community liaison for FOCUS
- Recruit adult community volunteers to serve as mentors and supports to youth transitioning out of the child welfare system Respond to inquiries in a timely fashion, conduct background checks, interviews, check references, and coordinate all other aspects of the mentor recruitment process
- Develop and conduct mentor orientation and provide ongoing in-service training opportunities; Supervise mentors and hold regular supervision meetings
- Supervise, and provide professional development to the Youth Services Coordinator(s)
- Collaborate with the Youth Services Coordinator to develop and implement youth recruitment plans, identify mentor/youth matches; Serve as backup for all other duties of the FOCUS Youth Coordinator activities
- Provide administrative and programmatic documentation to include maintaining mentor files, and documentation and tracking of program deliverables
- Plan and implement events for matched youth and their mentors to include annual mentor appreciation events
- Other duties as assigned

Requirements:

- Bachelor's degree minimum.
- 5-10 years experience in social work, nonprofit programs management or related experience
- Excellent interpersonal, verbal and written communication skills; effective public speaking and group facilitation experience
- Ability to manage administrative responsibilities
- Sound judgment and the ability to maintain confidentiality at all times
- Staff and volunteer supervision experience
- Familiarity with the child welfare system and its impact upon children
- Comfort developing positive relationships with community volunteers and youth

- Knowledge of the foster care system and understanding of adverse childhood experiences and trauma
- Highly organized and collaborative; ability to take initiative and be flexible; ability to function independently and as part of a team
- Ability to develop positive personal relationships with participants and community volunteers and establish and maintain appropriate interpersonal boundaries
- Proficient in Microsoft Office, as well as Google apps, and other online applications

Additional Requirements:

- Able to work some evenings
- Current driver's license, clean driving record and pass a criminal background check.
- Enthusiastic interest in supporting the mission of Friends of Children, Inc.

Individuals with lived experience in the foster care system are strongly encouraged to apply.

Reports To: Executive Director

Salary and Benefits:

Salary is competitive for this 20 hour per week position. Benefits include paid vacation, personal leave, and sick time. Flexible Spending Account and Simple IRA are options. Travel is reimbursed. Opportunities for training to support growth in this role.

PLEASE SUBMIT RESUME AND COVER LETTER BY 9/16/19 to:

**Friends of Children
245 Russell Street. #14
Hadley MA 01035**

Or

sheila @friendsofchildreninc.org