



POSITION DESCRIPTION

Title: Youth Wellness Coordinator

Reports to: Ripon Site Coordinator

Wage: \$16-\$20/hour

Location: Ripon Site

Job Summary:

The Youth Wellness Coordinator is responsible for providing social and emotional support to youth ages 6-18 to increase personal growth and Club member success. Using a trauma-informed care model, the Youth Wellness Coordinator addresses an individual child's social and emotional learning needs through a multi-faceted approach within the Club. This position will provide mentorship, intervention/ prevention support, and foster a safe environment for all Club members through individualized and small group services. Examples of such intervention/ prevention support may be in the areas of behavior management, anxiety, trauma, self-esteem, and/ or social skills. Services include, but are not limited to 1:1 check-ins, cooperative peer interactions and group games, social and coping skill development, and positive behavior reinforcement. This is a part-time position averaging 20-30 hours per week at the Ripon Site.

Qualifications:

- A bachelor's degree from an accredited college or university is preferred, or one or more years of college coursework in the field of human services (education, social work, counseling, psychology, etc.).
- Experience working with at-risk youth; basic understanding of trauma, behavioral challenges, and social-emotional learning needs of youth.
- Ability to create developmental and age-appropriate activities pertaining to social-emotional learning.
- Experience in establishing and leading programs, activities, and services for at-risk youth.
- Proven ability to motivate youth, manage behavior problems, and act with sensitivity and empathy.
- Excellent oral and written communication skills.
- Ability to prepare and maintain accurate documentation.
- Ability to maintain strict confidentiality.
- Valid driver's license, good driving history, and a willingness to travel locally.
- Mandatory CPR and First Aid Certification, or willingness to obtain.

Primary Job Responsibilities:

- Plan, prepare, implement, and evaluate all SEL programs that work towards the 3 Priority Outcome Areas: Good Character and Citizenship, Academic Success, and Healthy Lifestyles.
- Oversee intervention and prevention support for youth during Club operating hours.
- Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/ provide information, discuss issues, and explain guidelines/instructions established for individual youth behavior plans.
- With the support of the Site Coordinator, engage in creating a small caseload of youth and set goals focused on helping them succeed during Club time and in life.
- Provide guidance and training to staff on behavior intervention support for each youth on their caseload.
- Actively participate in meetings that support Club youth and their families as needed.
- Assist in crisis situations and apply appropriate interventions.
- Create an environment where all youth feel physically, mentally, and emotionally safe.

Secondary Job Responsibilities:

- Build and nurture family engagement and community partnerships to help support the youth mental health needs of those we serve/ in our community.
- Communicate effectively with youth, parents, volunteers, peers, and the community.
- Model professional and ethical standards.
- Meet professional obligations and deadlines through effective time management.
- Track and measure outcomes to meet strict grant deliverables.
- Serve as a Mandated Child Abuse Reporter.

Physical and Mental Requirements:

- High energy level, comfortable performing multi-faceted projects.
- Good vision and hearing are necessary to complete tasks.
- Must be able to stand or sit for extended periods.
- Must be able to climb stairs.
- Must be able to lift a minimum of 50 lbs.
- Must be able to function in a fast-paced and noisy environment.
- Must be able to think clearly and concisely.
- Must be able to drive.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

