



Job Description: Youth Empowerment Coordinator

Position: Youth Empowerment Coordinator

Description: The Council for Youth Development (CYD) seeks a dynamic, self-starter to join a high-performing team focused on youth empowerment programs in Bartholomew County. The Coordinator role is a part-time position reporting to the Director of the Council for Youth Development and will also work closely with CYD staff, interns, and workgroup members.

CYD invests efforts in youth empowerment programming that includes a county-wide Youth Empowerment Summit, Youth Empowerment Workshops for underserved high school students, and an active Youth Ambassadors Program which includes implementing the Wyman Teen Outreach Program (TOP).

The Coordinator's responsibilities are achieved via an unwavering focus on equity and inclusion as well as a commitment to working in Bartholomew County with young people from low to moderate income backgrounds, youth of color, and youth with learning differences or differing abilities.

Responsibilities:

- Provide routine support for in-person CYD youth empowerment programming in Bartholomew County, Indiana and virtual (Zoom platform) support when necessary
- Lead CYD Youth Ambassador program including recruitment, selection, engagement, and alumni communication
- Facilitate the Wyman Teen Outreach Program (TOP) in CYD youth empowerment programs
- Plan and implement civic engagement and social action projects in collaboration with our CYD Youth Ambassadors to meet their TOP program 20-hour service-learning commitment and amplify their voice as change makers
- Assure integrity and fidelity to evidence-based Social and Emotional Learning (SEL) and prevention program model through implementation of TOP service-learning curriculum
- Support data collection for CYD backbone organization to reflect and improve youth empowerment programming
- Prepare reports and other written communications for youth empowerment programming
- Communicate and coordinate with families, schools, and other community partners
- Attend professional development trainings as applicable
- Integrate a diversity, equity, and inclusion lens in all essential duties and work responsibilities
- Promote CYD image toward the public, including the communities in which we work and among youth, caregivers, and CYD partners to enhance CYD mission
- Assist with other responsibilities as directed

Qualifications:

- Firm grasp of available tools and resources supporting positive youth development principles and practice
- Completed or working toward a post-secondary degree (preferred)
- Minimum 2 years of experience supervising and empowering youth (ages 12-18) (preferred)
- Valid Indiana State Driver's License
- Ability to communicate in a professional manner both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to meet deadlines
- Enthusiasm for the mission of the Council for Youth Development and youth and families in Bartholomew County

Time Frame: start date of January 16, 2024
Start date negotiable and subject to background check
One year position with option for renewal subject to grant funding
Three month initial probation period

Hours: Part-time, 20 hours per week (this position requires scheduled after school meetings and limited weekend commitments) with potential for up to 29 hours per week.

Compensation: Range of \$15.00 - \$20.00 per hour depending on experience and education level

Office Location: This is an in-office position reporting to 4555 Central Avenue, Columbus, Indiana

Supervised by: Director of the Council for Youth Development Bartholomew County

To Apply: Please send cover letter and resume to
Sara Dunlap, CYD Director at saradunlap@cydbartholomew.org

The Council for Youth Development Bartholomew County is a cross-sector coalition of community partners committed to the vision of building a community where all youth and families are reaching their full potential. CYD partner organizations represent a cradle to career continuum serving and advocating for residents birth to eighteen. Our mission is to identify, coordinate, and align community efforts to ensure the development of the whole child.