

## JOB DESCRIPTION

<b>Position Title:</b> Life Skills Academy Coordinator	<b>Job Status:</b> Full Time, Non-Exempt
<b>Department:</b> Community Connections	<b>Hours:</b> Regular evening hours are required and some weekends
<b>Reports To:</b> Life Skills Development Manager	<b>Salary:</b> \$34,000-\$42,000

### POSITION PURPOSE

**Implement the continuing education and support model of the Life Skills Academy and work with other life skill providers to develop a system of collaboration and increased capacity in order to better support transition age young people. Build space and presence in the community to cultivate and foster community partnerships that support continued life skill development within Life Skills Academy spaces and at satellite sites. Be a leader within the agency and the community in highlighting the need, the impact and the importance of life skills development for young people.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

#### **Coordination of Life Skills Activities**

- Model and make programmatic decisions based on New Day's values and key approaches which include the Nurtured Heart Approach, Trauma Informed Care, Wraparound principles and Cultural Responsiveness
- Act as a liaison for the Life Skills Academy in the community with other programs that serve young people, probation officers, social workers, mental health professionals, businesses, health care providers, etc.
- Collaborate with young people, in-house staff, community instructors and community organizations to create dynamic class offerings that include topics from the 8 life skills focus areas incorporating cultural stories and humility into all group and individual programming to develop cultural safety and room for an inclusive view of relationships.
- Cultivate new relationships with potential instructors and foster on-going relationships with community instructors to ensure and support connection and continued collaboration amongst instructor community (i.e. lead/host LSA Instructor Orientation and monthly Instructor Meetings, provide initial and on-going training around best practices and culture at New Day, etc.)
- Actively create opportunities to recruit youth to increase engagement and participation in the Life Skills Academy
- Support young people and community partners with class engagement process (in-person and virtually)
- Administer, collect, and enter all data in an accurate and timely manner, including surveys and attendance information; support all staff and instructors in ensuring all paperwork expectations are complete, accurate and up to date
- Support and coordinate the Life Skills Academy transportation system
- Work as a team with other staff to ensure consistency, clarity and safety for young people
- Coordinate marketing materials and engage in community activities to promote the Life Skills Academy

- Update and maintain the New Day website with most current information regarding LSA activity, including LSA class calendar, class descriptions, contact information, upcoming community events, etc.
  - Support life skills classes, courses and development across the entire agency within each department.
- Program Development**
- Support integration of life skill development and cross-department collaboration
  - Provide leadership and support to all programs in the Life Skills Academy, including Life Skills Coaching, the First Jobs *I'd Eat That! Kitchen* Paid Internship and other course/program opportunities that may arise
  - Other duties as assigned

**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level/ Years of Related Work Experience:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

Bachelor's Degree and 3-5 years of experience, or an Associate's Degree/some college with 4-6 years of experience. Required relevant experience: working with system involved youth; providing and developing training for diverse audiences; experience with community coordination and collaboration. Required skills: ability to multitask; excellent organizational and interpersonal competencies; self-driven; works well in and outside of teams; knowledge of principles of youth-centered leadership and positive youth development; able to build, develop and engage community partners; work across systems; and work with culturally diverse youth populations. Degree in either Social Work, Sociology, Education or a related field preferred.

**SKILLS AND KNOWLEDGE**

	<b>Required</b>	<b>Preferred</b>
Knowledge of community resources and experienced in providing referral services clients	<b>X</b>	
Strong leadership, mentoring and coaching skills	<b>X</b>	
Ability to identify quality support strategies	<b>X</b>	
Excellent oral communication skills reflecting solid customer service both in-person, via phone, and other virtual platforms	<b>X</b>	
Ability to relate well in cross-cultural environments	<b>X</b>	
Ability to use time effectively	<b>X</b>	
Ability to focus on details	<b>X</b>	
Ability to adapt to shifting priorities	<b>X</b>	
Ability to position and promote opportunities	<b>X</b>	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, Access and Excel.	<b>X</b>	
Experience in creating and maintaining virtual learning platforms		<b>X</b>
Bilingual, English and Spanish		<b>X</b>
Ability and willingness to travel locally and regionally to meet agency needs	<b>X</b>	

<b>Core Competencies</b>	<b>High Performance Indicators</b>
<b>Coaching/Coachability –</b>	Assesses needs of team; successful in coaching young people and staff you supervise to maximize their strengths and support their needs. Responds well to coaching by supervisor.
<b>Visionary &amp; Strategic Thinking</b>	Contributes to strategic planning with fresh ideas and forward thinking. Participates with ND Leadership and LS collaborative communitywide in developing innovative strategies for overcoming challenges and attaining goals. Takes initiative to identify road blocks and create new paths to success.
<b>Leadership –</b>	Leads team with enthusiasm, motivating others to achieve positive outcomes. Remains positive in the face of adversity and encourages others to accept challenges.

<b>Organizing -</b>	Can marshal resources to get things done; orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner; follows established process.
<b>Prioritizing</b>	The ability to evaluate the urgency of each task before assigning timelines and resources.
<b>Partnership Development-</b>	Identifies resources in community; assists team in accessing these resources. Builds partnerships with community and governmental entities.
<b>Customer Focus—</b>	Is dedicated to meeting the expectations and requirements of youth and their families; establishes and maintains effective relationship with youth and gains their trust and respect; demonstrates comfort and sensitivity to diverse populations.
<b>Social Service –</b>	Good understanding of needs of population. Ensures quality support for youth; maintains confidentiality in daily operations; effectively collaborates with program staff.
<b>Interpersonal Savvy—</b>	Relates well to all kinds of people outside the organization; uses diplomacy and tact; capable of diffusing difficult situations comfortably.
<b>Results/Outcome Orientation---</b>	Is motivated by results; can be counted on to meet and exceed goals successfully; monitors process and progress on objectives and measures.
<b>Approachability and Availability</b>	Is easy to approach and talk to; is sensitive to and patient with others; builds rapport well; is a good listener. Is available to staff when situations arise needing immediate action.

**CONDITIONS OF EMPLOYMENT**

**(Describe any specific conditions for employment relative to this position)**

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.  
 Must have car, valid driver's license, and maintain state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**

PC and standard office equipment, including utility dolly

**Physical Requirements:**

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Job Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:**

**Revision Date:**

**Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Executive Director/Department Director**

Signature:

Date: