



**Program Coordinator (Greeley)
Job Description**

I. General Statement of Responsibilities

The Program Coordinator is responsible for creating and supporting one-to-one matches between youth and adult volunteers, and screening and training adult volunteers. The Program Coordinator is responsible for planning and implementing Partnership and Nexus activities, including recreational, life skills, community service and continuing education opportunities for youth served in the Greeley office. Additionally, this position is responsible for leading all volunteer recruitment efforts for Partners in the Greeley area.

II. Working Relationships

Supervises: Directly supervises community volunteers and assigned interns

Supervised by: School-Based Program Manager

III. Specific Responsibilities

A. Case Management

1. Maintain a proportional caseload of Active and Alumni Partnerships and Nexus (waiting) Youth.
2. Interview and screen Mentor and Activity Volunteer (AV) applicants utilizing background checks and references. Decline or accept volunteers into the Partners program.
3. Facilitate volunteer trainings.
4. Perform intake of Youth: family/youth interview, referral agent communication, maintain contact with waiting youth.
5. Accomplish appropriate matches between youth and volunteers and support those matches through regular case management contact, aligning with the frequency stated in the Program Coordinator Manual.
6. Maintain, in a confidential and timely manner, case files and electronic case notes.
7. Complete all appropriate Partnership meetings.

B. Activity Coordination

1. Partnership Activities: Plan and implement at least one recreational activity monthly, at least six Life skill opportunities annually, and at least four community service opportunities annually for Partnerships to attend.
2. Continuing Education Opportunities: Plan and implement at least four continuing education opportunities annually for Mentors to attend.
3. Nexus Activities: Plan and implement at least one Nexus activity every month. Includes coordinating and assisting with transportation and supervision for the activity.
4. Administration: Work within an activity budget. Secure additional in-kind resources to supplement activity budget. Maintain participant statistics and records for reporting requirements. Participate in staff and case management meetings. Assist staff in implementing changes to continue improving program design.
5. Interview, screen, and manage communication with Nexus Activity Volunteers.

C. Volunteer Recruitment and Engagement

1. Ensure that the Partners office in Greeley has a steady influx of inquiries per month, overseeing the full recruitment process.
2. Oversee and further develop the volunteer engagement/recruitment plan for the Greeley office.
3. Manage the follow-up process for all inquiries, including follow-up contacts and tracking them in the database.
4. Create and manage volunteer recognition events and initiatives.
5. Develop and maintain strong community partnerships to aid in volunteer recruitment and engagement.

D. General

1. Maintain office filing procedures and required documentation processes.
2. Complete and adhere to all necessary program reporting requirements.
3. Participate in organization wide events, meetings, and other efforts as needed.
4. Attend relevant professional development training opportunities, as required.
5. Participate in and assist with organization-wide efforts such as fundraising.
6. Attend and participate in Greeley-specific coalitions, groups, meetings, etc. relevant to the work and building community.
7. Perform other duties as assigned.

IV. Desirable Knowledge, Abilities & Skills

1. Knowledge of youth development and youth mentoring services as a prevention strategy.
2. Knowledge of counseling techniques and skills necessary to work with families and youth in need.
3. Knowledge of local community resources.
4. Knowledge and skills in effective volunteer recruitment and marketing strategies.
5. Ability to work flexible hours.

V. Required Education and Experience

1. Strong preference for bilingual (Spanish/English) applicants
2. Bachelor's degree in social work, human services, or related field (or equivalent relevant work experience)
3. Two years of experience in youth-related work.
4. Two years of volunteer recruitment and management experience.
5. Strong computer skills, including, but not limited to, proficiency in Microsoft Office.
6. Uphold [Partners values](#): Committed, Uplifting, Proven, Supportive, Inclusive, & Anti-Racist

VI. Necessary Special Requirements

1. Possession of a valid State of Colorado driver's license and access to reliable transportation.
2. Successful completion of Partners employee screening process.

VII. Hiring Details

1. Submit cover letter and resume through Indeed or to jobs@poweredbypartners.org
2. Job posting is open until filled; interviews will be conducted on a rolling basis.
3. Compensation:
 - a. Annual salary: \$37,200, additional pay provided for bilingual (Spanish/English) staff
 - b. Competitive benefits package