

## **JV Flex Position Description: Community Engagement and Resource Coordinator**

**Position Title:** Community Engagement and Resource Coordinator

**Agency:** YouthCare

**Location:** Seattle, WA

**Primary Service Category:** Teen/At-Risk/Opportunity Youth Services

**Other Service Categories:** Homelessness/Housing Services; Social Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About YouthCare:** Founded in 1974, YouthCare was one of the first shelters to serve runaway and homeless youth on the West Coast. The goal was to help young people find safety today and build a future for tomorrow. Over four decades, YouthCare has defined best practices and developed programs that set a national standard for excellence.

YouthCare currently operates 15 sites across Seattle and serves over 1,500 young people every year. Each young person receives individualized, comprehensive care tailored to their unique needs and goals. Through comprehensive services, including early intervention, shelter, housing, education, and employment training, as well as a range of community partnerships, such as legal aid, mental and physical healthcare, and post-secondary support, YouthCare ensures that young people experiencing homelessness have the hope, skills, and self-confidence to achieve their dreams.

### **Position Description**

As a member of our Community Engagement Team, the Community Engagement and Resource Coordinator will interact with community partners, donors, and volunteers, and provide critically needed resources to young people experiencing homelessness ages 12-24 at 15 transitional housing and emergency shelter programs across the city.

### **Duties and Responsibilities**

- Coordination, stewardship, and distribution of donated essential items (40%)
- Coordination of drives, in-kind product donations, networking, and partnership development (20%)
- Presentations, public speaking, tabling and public representation of YouthCare (10%)
- Documentation, data entry, recording partnership information for institutional knowledge (10%)
- Youth engagement, coordinating with staff on youth & program needs (10%)
- Support volunteer programming, training, and volunteer projects (10%)

**Education Requirements:** 18 years or older. High school diploma or equivalency.

**Other Requirements:** Washington state driver's license.

## **Additional Position Details**

### **Physical/Mental Demands:**

- Ability to perform range of physical motions, exerting up to 25 pounds
- Lifting and carrying up to 25 pounds
- Standing, walking, or sitting for long periods of time
- Occasional kneeling, squatting, and stooping
- Running for brief periods of time
- Walking up and downstairs
- Use of computer software including Windows, Microsoft Outlook, Microsoft Word
- Ability to coordinate overall program functioning
- Ability to accurately maintain and produce files, records, logs, and reports

### **Training and Professional Development Offered:**

The JV AmeriCorps member will receive First Aid/CPR/AED certification as on-boarding training.

The JV AmeriCorps members will attend a multi-day New Employee Orientation that includes information on topics such as: Agency Mission/Vision/Values, why young people experience homelessness, who and how many young people experience homelessness, what YouthCare does to help young people experience homelessness achieve long-term stability, and HR information.

The JV AmeriCorps will also participate in one-on-one or team onboarding sessions to receive all relevant information related to the particular position and program in which they will be serving. Required trainings may include: Youth Mental Health First Aid, Right Response, De-Escalation, Etc.

JV AmeriCorps Members will also have access to ongoing coaching and professional development training alongside YouthCare staff members. Examples of topics for these trainings may be: Healthy Sexual Development, Introduction to Positive Discipline, Understanding Post Traumatic Stress Disorder in Children, Best Practices for Serving LGBTQ Youth, etc.

**To apply** for this and other JV Flex positions, please submit an online application at [jvcnorthwest.org/JVFlex](http://jvcnorthwest.org/JVFlex). JV Flex is an eleven-month service opportunity beginning **September 7**. **Final application deadline is August 5.**