



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

Position Title	Youth Services Coordinator
Application Closing Date	Open until filled; interviews begin immediately and conducted on a rolling basis
Position Start Date	October 31, 2017
Job Hours	Immediate
Salary	Full-Time, Exempt, Some evenings & weekends required \$49,900 annual /\$24.00 per hour

POSITION SUMMARY

Under the direct supervision of the Director of Youth Services, the Youth Services Coordinator is responsible for the development, implementation and coordination of a broad array of activities and services for LGBTQ youth. Specific duties include:

- Developing, recruiting and retaining a qualified and trained volunteer base to help achieve youth program and agency goals including implementing and maintaining structured volunteer systems: recruitment, orientation, training and schedules for ongoing training
- Implementing and maintaining systems to collect and analyze data regarding service delivery, volunteer hours and program impacts/outcomes
- Coordinating youth programs to address HIV testing; voter education; school achievement; advocacy and empowerment; health care education, enrollment, and access; and life skills training
- Providing case management, information and referrals to youth
- Supervising and providing group and workshop facilitation for youth
- Outreach and training activities with educational systems (schools K-12, universities and colleges), healthcare systems, social service organizations or other youth-serving organizations
- Achieving all contract and/or grant objectives

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

1. **Education and/or Experience:** A bachelor's degree in psychology, social work or social services related field is required. A minimum of one year of experience in case management with LGBT youth, HIV+ youth and youth of color is preferred. A master's degree is preferred. Prior experience working with homeless youth and the foster care / juvenile dependency systems is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
2. **Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
3. **Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
4. **Language Skills:** Fluency in English required. Fluency in Spanish preferred.

To apply, send your cover letter, application and resume electronically to:

Danielle Lopez at dlopez@thecentersd.org.

The application can be found online at

www.thecentersd.org/pdf/jobs/employment-application.pdf.

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