

JOB DESCRIPTION

Position Title: Resilience Coordinator	Job Status and Compensation: Full-time, non-exempt \$18.00 - \$20.25
Department: Community Connections	Location: Drop-in Center
Reports To: Drop-in Center Program Manager	Number of People Supervised: 0

POSITION PURPOSE

The Resilience Coordinator supports the Drop-in Center team to energize a strong culture of engagement, positivity, and strengths-based interactions with youth. The Resilience Coordinator serves as a coordinator of youth activities that focuses on the resilience and culture of youth to intentionally build community and connection.

**ESSENTIAL DUTIES AND RESPONSIBILITIES
(IN PRIORITY ORDER)**

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.

Essential Duties

- Model by example, the culture and expectation of community at the Drop-in Center, with staff, youth, and community partners.
- Identify opportunities to support youth in recognizing their strengths and greatness and engage with them intentionally to build their inner wealth. Practice re-framing negative narratives and negative self-talk, offering and lifting up a positive lens.
- Work with youth from a trauma-informed approach. Notice body language, tone, group dynamics, shifts in behavior and relationships, and act accordingly, with redirection, reframing, pivoting, and engaging others to shift energy.
- Develop a strategy to engage youth in the daily community through contributory tasks and activities. Create a culture of sharing and helpfulness.
- Research and develop training on youth resilience to share out during staff meetings to energize and reinforce positive interactions.
- Cultivate strong relationships with youth to foster trust and engagement.
- Develop a plan to incorporate youth feedback to enhance programming, culture, and community. Include informal feedback, formal feedback, group and individual conversations, and opportunities for youth innovation.
- Develop and facilitate daily, weekly, monthly activities targeted at building youth resilience and community.

- Work in a collaborative team environment and demonstrate excellent communication skills that are supportive, clear and consistent. Able to demonstrate flexibility and adaptability to changes in relationship dynamics and programmatic shifts and changes.
- Work creatively and effectively to support the experiences of young people as they embrace the intersections of their identities and the experiences that accompany their journey.
- Able to take initiative and can handle multiple tasks with minimal direction. Able to maintain perspective on how tasks connect to the mission and vision of the project.
- Strong sense of empathy and ability to actively listen and set healthy boundaries.

EDUCATION & RELATED WORK EXPERIENCE

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

- Qualifications**
- Preferred 3+ years' experience in milieu, community center or social service environments
 - Preferred bachelor's degree
 - Minimum of 25 years of age
 - Preferred bilingual

SKILLS AND KNOWLEDGE

	Required	Preferred
Knowledge of community resources and experienced in providing referral services clients	X	
Ability to identify quality support strategies	X	
Excellent oral communication skills reflecting solid customer service both in-person and via the telephone	X	
Ability to relate well in cross-cultural environments	X	
Ability to use time effectively	X	
Ability to focus on details;	X	
Ability to adapt to shifting priorities	X	
Ability to position and promote opportunities	X	
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, Access and Excel.	X	
Ability and willingness to travel locally and regionally to meet agency needs	X	

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. Must be fully vaccinated (including booster) against Covid-19 or willing to get vaccinated.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment

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: