

Parent Program Coordinator – Youth Connectedness Initiative

Youth Community Service, Palo Alto, CA

www.youthcommunityservice.org

Youth Community Service (YCS) engages young people from diverse mid-peninsula communities in meaningful service-based learning. YCS students build leadership and life skills, empathy for the needs of others, and a sense of connectedness, purpose and efficacy, while making a positive difference in the lives of those around them. YCS was founded in 1990 to bring together the communities of East Palo Alto and Palo Alto through youth service and development. YCS is a collaborative organization with a rich curriculum of service-learning and community service projects and programs, solid partnerships with local service agencies and schools, and broad community visibility and support.

In response to recent reports and surveys documenting critical unmet needs among youth in the Palo Alto community, YCS has been funded by multi-year matching Santa Clara County and City of Palo Alto grants to launch and sustain a Youth Connectedness Initiative. The YCS organization brings experience in engaging youth and their adult allies in service-based learning activities that build self-awareness, self-development and community connectedness and responsibility.

During the school year, the Parent Program Coordinator for the Youth Connectedness Initiative will help plan and lead a pilot evidence-based program in the Palo Alto Unified School District and community that uses service-learning and social-emotional learning to improve youth connectedness. The Program Coordinator will work with other YCS staff to engage parents and adult allies in implementing strategies that improved social and emotional health in youth. Activities will include workshops, presentations with adults at PTA meetings and local community agencies.

SPECIFIC RESPONSIBILITIES:

1. Work with the YCS Service- and Social Emotional Learning Director and YCI Youth Program Coordinator to develop and implement strategies that promote social and emotional health in youth.
3. Engage parents, school staff, and community partners through one-on-one meetings, community meetings, and presentations in developing an action plan for increasing students' sense of connectedness to their schools and their community.
4. Coordinate the planning and leading of presentations on service and social-emotional learning.
5. Write monthly progress reports.
6. Participate in quarterly advisory council conversations with youth leaders and school and community allies who work in related fields.

QUALIFICATIONS:

- Bachelor's Degree required.
- At least two years' experience working in an educational or service-oriented setting with adult partners for middle and/or high school students,
- Experience working with social and emotional learning curriculum.
- Passionate commitment to community service, service-learning strategies and youth development.

- Comfortable with engaging adults - parents, school staff, community partners - in a variety of settings - workshops, focus groups, panel presentations, service projects - and the ability to cultivate and maintain successful collaborations.
- Excellent communication, written and organizational skills.
- Experience coaching and supporting program staff or volunteers.
- Enjoy working with diverse groups in a multicultural environment.
- Ability to work independently and as a team member.
- Ability to be flexible and positive in an intense, dynamic and sometimes-challenging work environment with an educational focus.
- Ability to exercise excellent judgment, diplomacy and sensitivity to all constituents.
- Knowledge of Midpeninsula area preferred.

SPECIAL REQUIREMENTS:

- Candidate must utilize own transportation for fieldwork (with mileage reimbursement).
- All YCS staff members are required to submit a copy of their automobile insurance, CA driver's license and a clean DMV record.
- All YCS staff members are also required to submit results from a TB test and complete LifeScan fingerprint screening. YCS can arrange tests at no cost.

ADDITIONAL INFORMATION:

- Hours are 20 hours per week, with access to vision and dental benefits.
- For more information about our organization, please visit www.youthcommunityservice.org.
Compensation: \$20-\$23/hour DOE.

TO APPLY:

Contact: Judy Dauberman, judy@youthcommunityservice.org, or Leif Erickson, leif@youthcommunityservice.org

Send both a resume and a cover letter describing your work experience as it relates to the job responsibilities and requirements.