

Fifth Ward Enrichment Program, Inc.

JOB DESCRIPTION

SITE COORDINATOR

General Description

The Site Coordinator is responsible for the daily coordination of Fifth Ward Enrichment Program (FWEP) activities and the delivery of services to inner-city male youth, ages 12 to 19, at designated HISD schools and FWEP sites. These services and activities include, but are not limited to, after-school programming, life skills workshops, student-teacher-parent sessions, home visits, counseling, and planned outings. The site coordinator is the primary role model, counselor, group mentor, and advocate for youth participating in FWEP. The Site Coordinator is a full-time staff member of FWEP.

Specific Responsibilities

- Develop a strong working relationship with the school principal and faculty.
- Secure base-room and related facilities, at respective schools, for all program activities.
- Coordinate the referral process for recruitment and enrollment of male youth.
- Identify and coordinate service needs for teen fathers.
- Make routine home visits and parent contacts.
- Serve as an active member of the school's SDM (Shared Decision Making) team, when possible.
- Deliver life-skills curriculum and related issues in a positive environment.
- Integrate abstinence-based principles into daily teaching and counseling sessions.
- Coordinate and manage the duties of assigned peer mentors (college students).
- Assure that each youth is exposed to, and is engaged in, all program components.
- Coordinate tutoring and educational aids, as needed.
- Plan and facilitate leadership retreats, recreational activities, focus groups, and forums.
- Plan and coordinate outings and field trips that engage youth in educational, vocational, cultural, and career-awareness activities.
- Maintain a case file on each youth participant.
- File weekly reports highlighting activities, participation, special projects, and outstanding youth.
- Maintain cleanliness of assigned vans.

Qualifications

- 25 years of age or older.
- Bachelors Degree preferred, but not required.
- Valid driver's license, automobile/liability insurance, and reliable transportation.
- Knowledge of computer and basic desk-top utilization skills.
- Effective writing and verbal skills.
- Prior history with experience of working in a public school-setting preferred.
- Two (2) years minimum experience in social work or youth services preferred.