

# 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.