



VISTA MARIA
Position Description

TITLE: **AFTER-SCHOOL ACTIVITIES COORDINATOR,
JOURNEY TO SUCCESS (JTS) PROGRAM**

DIRECTLY REPORTS TO: Program Manager, Journey To Success Program

SUMMARY OF DUTIES: In accordance with the Agency's mission statement, policies and procedures, professional Code of Ethics, State of Michigan licensing, contracts, funding and COA standards; the **After-school Activities Coordinator** is responsible for assisting in the coordination of after-school activities for the Journey to Success Program.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Plan and organize work to meet all job requirements according to agency and COA standards, licensing, and funding requirements.
- Coordinate and implement the after-school component of the Journey To Success Program in collaboration with other after-school program staff and program partners.
- Ensure quality standards are achieved and implement continuous program improvements based on agency and industry standards.
- Develop and implement tools, processes and systems for registering and tracking youth, meeting reporting requirements and scheduling activities throughout the year.
- Work closely with the youth advisory team to garner input into program design, marketing and implementation.
- Create and implement a marketing plan for after-school programs in collaboration with program staff and the youth advisory team.
- Track and monitor participation and assist in addressing barriers to youth participation (i.e. transportation, program misperceptions, etc).
- Prepare for and participate in development and coaching meetings with supervisor and attend other meetings as required.
- Represent the agency in the community, and works in collaboration with others to secure needed resources.
- Be accountable for expenditures against program budget and work toward cost-effective operations.
- Ensure all monthly, quarterly and annual reporting is completed accurately and submitted

in a timely matter.

- Administer program pre and post-surveys as requested.
- Ensure positive youth outcomes are achieved including: improved connection to school and increased connections to caring adults; decreased risk-taking behavior and contact with law enforcement; and, reduced recidivism for previously adjudicated youth.
- Demonstrate personal integrity and professional demeanor in accordance with the ethics of the agency and profession.
- Stay informed of current practice developments within the profession.
- Participate in development, educational and training opportunities.
- Must have flexible schedule availability to include evening and weekend hours as needed.
- All other related tasks and assignments as directed or required.

QUALIFICATIONS

Minimum Required:

- An Associate's degree with a focus in social work, sociology, guidance and counseling, psychology, criminal justice, education, business administration or public administration.
- Proven team participation and collaboration skills.
- Ability to accomplish results through others.
- Strong customer focus and commitment to involving youth in program planning and implementation.
- Demonstrated strong effective leadership skills.
- Knowledge of quality improvement, program development and evaluation.
- Demonstrated ability to interact positively in a culturally diverse environment.
- Effective written and verbal communication skills.
- Computer literacy skills, proficient using MS Word, Excel and Power Point or Publisher.
- Valid Michigan driver's license without relevant restrictions.

Preferred:

- Experience in a high school and/or child welfare setting.
- Experience with at-risk youth and families.
- Experience with delinquency prevention or overseeing community based programs and services.
- Experience managing programs with over \$1.5M annual budget.
- Educational administrative experience in a high school setting.

- Knowledge of tracking and reports tools used to support treatment services

FLSA – Fair Labor Standards Act Code: Exempt

Approved By: _____
Human Resources Date ELT Member Date

Revised: 02/18