

COMMUNITY YOUTH MAPPING JOB DESCRIPTION FOR PROJECT COORDINATOR

The following describes the required skills and experience, responsibilities and expectations for the **Project Coordinator** of a "Community Youth Mapping" (**CYM**) project in the Lexington Park area of St. Mary's County during the summer of 2017. CYM will involve young people collecting, recording and entering information relating to youth, their families, young professionals and local businesses into a database. It will also involve connecting with the public, community leaders, county officials and the media.

The Project Coordinator will be a temporary employee of Tri-County Youth Services Bureau (**TCYSB**), reporting directly to TCYSB's Executive Director. The Project Coordinator will be advised by Block-by-Block Consulting, and will coordinate activities with the Steering Committee for a Community/Youth Center (the "**SC**") that is the organizer and sponsor of the Community Youth Mapping project.

This position will begin on July 10th, 2017 and end on August 25th, 2017. The pay for this position is \$4000. The deadline for letters of interest is Monday, June 5th, 2017.

Context: The Project Objectives are

- To identify existing resources for youth, young adults and their families within the community
- To identify unmet recreational and educational needs and interests for youth, young adults and their families within the community
- To identify employment and mentoring opportunities for young people in the community
- To generate and share data with which to inform community discussions regarding youth needs and activities, and regarding a family-oriented Community/Youth Center

Nature of Work

This is a professional position involving planning, coordinating field research, and overseeing the Community Youth Mapping process. Work will involve overseeing three field supervisors, the daily input of data by the youth mappers, and a considerable amount of public contact to provide information about Community Youth Mapping initiative and to solicit data.

The Project Coordinator's responsibilities will include, but not be limited to:

- Attending a training session organized by Block-by-Block Consultants
- Working with Block-by-Block Consultants to assist with training youth mappers
- Coordinating and supervising the three Field Supervisors
- Monitoring the Youth Mappers' task assignments, survey methods, and data entry
- Tracking the location and activities of youth and adults at all times, including oversight of attendance records for youth mappers
- Assisting youth, and problem solving as needed, including relating to parents, families or other adults regarding performance or needs of youth mappers
- Providing feedback, growth experiences, recognition to youth and adults to enhance confidence and self-esteem
- Managing the transport of youth mappers to work sites
- Participating in Human Services research evaluation components of the program
- Assisting with adapting survey and research instruments
- Working with Block-by-Block Consulting, Tri-County Youth Services Bureau and the Steering Committee to plan and implement the weekly "5th day" enrichment activities for the youth mappers
- Maintaining a high standard of successful role modeling for youth that reflects enthusiasm, creativity, flexibility, and activities that are fun and educational
- Maintaining records as directed by Tri-County Youth Services Bureau
- Assisting with collecting and preparing data for formal presentations
- Providing reports or updates to Block-by-Block and the Steering Committee for a Community/Youth Center as requested
- Other duties as assigned by the Executive Director of Tri-County Youth Services Bureau

Knowledge, Skills, and Abilities

- Excellent organizational skills
- Supervisory experience preferred
- Ability to express oneself clearly and concisely, orally and in writing
- Ability to understand and follow oral and written instructions
- Ability to analyze facts, maintain records, prepare reports, and exercise sound judgement
- Ability to establish and maintain effective working relationships with fellow employees and the public
- Knowledge of basic data collection and research methods
- Basic understanding of educational methods and behavioral modification models

- Experience working with young people, as educator, mentor or other - preferred but not required

Minimum Qualifications

- Five years of full-time work experience, preferably in a community-based or educational organization
- College degree preferred, preferably in education, social work, or related field

Special Requirements

- Must possess a valid Driver's License upon hiring
- Must be insured as a motorist
- Must pass state criminal and child welfare background checks
- Residence in St. Mary's county, and familiarity with the Lexington Park area preferred but not required