

YES Coordinator Position

Salary: \$20-\$25 per hour range TBD

Opening Date: July 23rd – August 3rd, 2019 @ 5:00 p.m.

Class Title: Part-Time /Un-exempt

Strategy for the Department of Justice grant – Shreveport- Community Based Crime Reduction Initiative. Paid through Shreveport Police Department.

The YES program engages adolescents in conceiving, planning, and carrying out community improvement projects. The goal of the YES program is to empower youth to affect their communities in positive ways and to engage adults in supporting their efforts. The program includes a **28 week (Fall & Spring semester) after-school program at Booker T. Washington**. The curriculum focuses on developing leadership skills, community pride, program planning, and resource mobilization for student participants.

Required Education:

MINIMUM QUALIFICATIONS:

- 1) High School Diploma or GED from an accredited institution.
 - 2) Bachelor's degree preferred in Social Sciences, i.e. Sociology, Criminal Justice, Psychology or Education Field.
- 2) Ability to apply management, administrative, or supervisory skills for business operations. This ability and experience may have been acquired by any combination of college courses and experience.

Duties and Required Skills:

- Experience working with youth programming
- Experience teaching from a curriculum
- Is able to plan and organize YES sessions in advance
- Experience working with youth with diverse backgrounds and needs
- Enjoys working with 9th grade students
- Is able to collaborate well with other staff and volunteers
- Experience managing volunteers
- Is able to engage youth and allow them to take leadership
- Is able to respond to the needs of youth, while maintaining focus on the program
- Understands and supports the goals of youth empowerment
- Has or is able to acquire a familiarity with community resources
- Must be able to manage multiple tasks simultaneously
- All duties as assigned

Physical Ability & Work Environment:

- 1. May involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-30 pounds).



- 2. May involve periods of time at a keyboard or work station.
- 3. Requires visual perception and discrimination and ability to communicate orally.
- 4. Job must be performed with or without accommodations.
- 5. Tasks are regularly performed in doors in an office environment.
- 6. There is limited exposure to extreme weather conditions.
- 7. May have normal exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise.

Travel:

- Work may be required locally from location to location to accomplish job assignments and visit job sites.

Please email resume's with cover letter and references to Andranell.Williams@shreveportla.gov

Thank you!