



Job Announcement

Position Title: Youth Services Coordinator
Reports to: Director of Supportive Services

Organizational Summary

Burten, Bell, Carr Development, Inc. "BBC" is not your typical development company. For over 30 years, we have invested in the fabric of underserved neighborhoods and ensure our projects align with the community's vision. If you are interested in working for a company that is mission-driven and values respect, accountability, caring, and empathy then we invite you to apply today! To learn more about BBC, visit our website at www.bbcdevelopment.org

Job Summary

The Youth Services Coordinator will lead community programming for youth and their families throughout BBC's service area.

Essential Functions

Under the direction of the Director of Supportive Services, the Youth Services Coordinator will support initiatives related to out-of-school time activities, summer learning experience and youth summer job programs. This includes activities to achieve BBC's youth development goals such as:

- Provide oversight of Say Yes Cleveland afterschool programs at Anton Grdina Elementary School and George Washington Carver STEM Elementary School, including, but not limited to:
 - Collecting and monitoring program information (attendance sheets, timesheets and invoices).
 - Holding school staff accountable for data information.
 - Maintaining ongoing communication with program partners and staff such as phone calls and site visits to each school.
- Coordinate partner activities with Youth Opportunities Unlimited including, but not limited to:
 - Assisting youth and employers with employment registration.
 - Ensuring that agency complies with YOU agreement and timeline.
 - Assisting YOU job coaches with monitoring youth behavior and successful completion of program.
- Assist with the coordination of CMSD Summer Learning Experience camp at George Washington Carver STEM Elementary School including, but not limited to:
 - Identifying and coordinating program partners and camp staff.
 - Providing daily oversight of the camp.
 - Ensuring that appropriate documentation is obtained and submitted on time.

Skills and Experience

- Must possess strong organizational skills, be detailed-oriented and energetic.
- Must be able to engage youth and families in a firm and nurturing manner.
- Experience working with youth ages 4-24 ideal.
- Must complete a background check, no felonies allowed.
- Must be able to lift 10lbs and walk and stand for an extended period of time.

Compensation

Temporary and Part-time position. \$35 per hour; up to 20 hours per week

How to Apply

Submit resume and cover letter to smullins@bbcdevelopment.org

EOE