



Youth Organizations Umbrella, Inc.
Vacancies as of 11-24-2009

Title: Mentor YOUth Project Coordinator – 1 Position

Eligibility Requirements

Education: Preferred -MA, MSW or equivalent

Minimum- BA, BSW or equivalent

Experience: Preferred- Previous employment or student internships working with adolescents.

Minimum- Demonstrated experience with youth in a community setting

Skills: Must possess a youth development orientation, strong teamwork, leadership, and volunteer management skills. Additional skills include an understanding of educational standards, minority student achievement, and non profit/social service systems.

Other: Must have a car, valid driver's license, and auto insurance, which meets or exceeds Y.O.U. agency standards for liability coverage.

Responsibilities

The Project Coordinator will be responsible for developing and coordinating the Mentor YOUth program. This program will take place at Evanston middle, and high schools. The Project Coordinator is also responsible for ongoing evaluation and improvement of the program. Specific responsibilities include:

1. Provide effective planning and leadership for the Mentor YOUth Program, ensure appropriate staffing, and facilitate staff meetings.
2. Mentor screening and reference follow-up.
3. Oversight and coordination of initial mentor trainings, as well as ongoing training and supervision of mentors, youth workers, work-study students, and volunteers.
4. Monitor program to assure compliance with program standards and assure maintenance of accurate, complete and up-to-date documentation required.
5. Develop and maintain good working relationships with other youth services agencies, state agencies, police, clergy, community leaders, foster homes, and any others offering information about services or resources for young people and families in Evanston and neighboring communities for referral, collaboration, and activity planning.

6. Maintain effective communication with personnel at schools, Evanston Police Department, Evanston Community Defender's Office, Cook County Juvenile Probation (Skokie Court House), and YMCA's SOAR program.
7. Supervise activities in the center in a safe, sensitive, developmentally appropriate, positive manner.
8. Coordinate activities to encourage parental involvement.
9. Coordination and completion of program evaluation process.
10. Perform other duties as assigned.

Accountability: The Mentor YOUth Project Coordinator reports to the Program Director

Title: Part Time Youth Development Worker- 2 Positions

Eligibility Requirements

Education:	Preferred-	BA,BSW or equivalent
	Minimum-	High School Diploma
Experience:	Preferred-	Previous employment or student internships working with adolescents.
	Minimum-	Demonstrated experience with youth in a community setting
Skills:	Preferred-	Bilingual
	Minimum-	Must possess excellent interpersonal and communication skills.
Other:	Preferred-	Have access to a car, a valid driver's license, and auto insurance that meets or exceeds Y.O.U. agency standards for liability coverage.

Responsibilities:

The Youth Development Worker is responsible for direct delivery of services to young people and their families. Specific responsibilities include:

1. With the Site Coordinator, provide effective planning and leadership in a school-based, community-based setting.
2. Develop and facilitate activities that focus on building relationships, life skill development, academic assistance, parental involvement, recreation, and/or cultural enrichment.
3. Supervise activities in Y.O.U. programs, lunchroom, and special events in a safe, sensitive, developmentally appropriate, positive manner.
4. Develop and facilitate activities that focus on building relationships, life skill development, academic assistance, parental involvement, recreation, and/or cultural enrichment
5. Offer effective counseling, advocacy, support, referral, and service brokerage to young people and their families.
6. Develop and maintain good working relationships with supervisors, coworkers, and volunteers within Y.O.U., and with others in the community who offer information about, resources for, or services to young people in Evanston.

7. Participate actively in all staff meetings.
8. Adhere to all Teen Reach or 21CCLC Program policies and procedures.
9. Maintain accurate, complete, and up-to-date records.
10. Perform other duties as assigned.

Accountability: The Part Time Youth Development Worker reports to the Site Coordinator.

Title: Site Coordinator- 1 Position

Eligibility Requirements

Education: Preferred -MA, MSW or equivalent

Minimum- BA, BSW or equivalent

Experience: Preferred- Previous employment or student internships working with adolescents.

Minimum- Demonstrated experience with youth in a community setting

Skills: Must possess a youth development orientation, strong teamwork, leadership, and volunteer management skills. Additional skills include an understanding of educational standards, minority student achievement, and non profit/social service systems.

Other: Must have a car, valid driver's license, and auto insurance, which meets or exceeds Y.O.U. agency standards for liability coverage.

Responsibilities:

The Site Coordinator will be responsible for developing and coordinating positive youth development programs and services that focus on building relationships, life skill development, academic assistance, parental involvement, recreation, and/or cultural enrichment. These programs take place at Evanston elementary, middle, and high schools. Specific responsibilities include:

1. Provide effective planning and leadership in the Youth Development Program, ensure appropriate staffing, and facilitate team meetings.
2. Develop and maintain relationships with other service providers for the purpose of providing enriching activities.
3. Maintains effective communication with school personnel at assigned site.
4. Supervise activities in the center in a safe, sensitive, developmentally appropriate positive manner.
5. Select and evaluate staff assuring that staff accomplishes program goals.
6. Supervise youth workers, work-study students, and volunteers.

7. Coordinate activities to encourage parental involvement.
8. Offer effective counseling, advocacy, support, referral, and service brokerage to young people and their families.
9. In rotation with other staff, carry a pager as assigned and be available to respond to crisis housing service requests in a timely manner.
10. Develop and maintain good working relationships with other youth service and delinquency prevention agencies, state agencies, police, clergy, community leaders, foster homes, and any others offering information about services or resources for young people in Evanston.
11. Participate actively in all staff meetings.
12. Manage contract compliance for assigned site.
13. Maintain accurate, complete and up to date records, including case notes, quarterly treatment plans, and documentation required by various contracts.
14. Oversee data collection for evaluation.
15. Perform other duties as assigned.

Accountability: The Site Coordinator reports to the Program Director

Interested candidates should send a cover letter, resume, salary history and expectations to hr@youevanston.org. The information can also be faxed to 847-866-9143 or mailed to 1027 Sherman Avenue Evanston, Illinois 60202.