



The Place of Forsyth County

Position: Young Adult and High School Coordinator (Bilingual English/Spanish)

Classification: Full-Time

Salary: \$16-18 hourly

Reports To: Client Services Manager

SUMMARY

As a key role in the successful operation of the Young Adult and High School programs, the coordinator represents The Place with the high school and young adult community. The coordinator leads The Place Young Adult programs and serves as a liaison in support of the high schools' community engagement model by providing an avenue for students and staff to give back to the community, help students build skills in support of the career pathways, and supporting students and families in the community with The Place resources. The coordinator is also responsible for staffing and running The Place store by creating an engaging atmosphere that encourages students to visit the store, 'purchase' items and hang out in a stigma-free environment while developing relationships that are crucial to identifying needed resources.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Young Adult Programming:

- Coordinates The Place Young Adult programs, such as Orange Duffel Bag Initiative, Summer Internship, and other programs focused on at-risk young adults and high school students.
- Works closely with Young Adult Coordinator to develop summer internship program, lead and mentor students and develop relationships to build life skills and provide resources.

High School Community Store:

- Oversee high school store operations.
- Understand The Place programs and services and assist students and families in obtaining needed services.
- Work closely with the School Social Worker, Student Support Administrator, Counselors and Community & Family Engagement Coordinator to meet student needs.
- Works collaboratively with other teachers and programs to integrate learning and provide support to school initiatives.
- Builds a level of trust with students and families in the community to better understand their needs and identify assistance needed.
- Oversee volunteers and school groups helping in the store.
- Handle Point of Sale system with cash and card transactions.
- Assist with merchandise display, sales, and inventory
- Create and maintain a friendly, positive, and engaging atmosphere.
- Help ensure store is kept clean and free of clutter and various hazards.
- Communicate effectively with The Place office about product and supply needs.

Other duties:

- Other duties as assigned by the Client Services Manager.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree.
- Bilingual English/Spanish
- Ability to prioritize and multi-task.
- Ability to work with a diverse group of people.
- Ability to train, observe, and tactfully hold others accountable.
- Ability to stand and move around the duration of the day.
- Ability to lift objects at times up to 20 lbs.
- Have a valid driver's license, able to travel to/from schools, The Place, and other as necessary.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.
- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.
- *Must pass background check and drug screen.*

DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name (Print): _____

Signature: _____ Date: _____