

VISTA HERMOSA FOUNDATION

1111 Fishhook Park Road, Prescott, WA 99348

Job Description – Youth Programs Coordinator

As an employee of Vista Hermosa Foundation, the Youth Programs Coordinator is a full-time position responsible for planning, organizing, promoting, monitoring and coordinating youth development programs and activities, and other youth outreach as assigned.

Specifically, this position reports to the Director of Community Programs and supports the Vista Hermosa Community through youth outreach and programming.

1) Develop and evaluate programs for youth

- Communicate with youth to determine their needs and interests
- Ensure a variety of recreation, cultural and other programs are planned and implemented
- Continue existing programs and make adjustments as needed for summer programming, after school programming, and evening programming
- Identify areas where new programs are needed
- Evaluate the effectiveness of programs

2) Plan, promote, and implement activities and programs for youth

- Ensure program information is available to all youth in the community
- Schedule activities, facilities and volunteers as required
- Supervise and lead activities for youth
- Monitor the use of equipment and facilities
- Carry out community standards and policies

3) Community leadership and volunteers

- Engage and empower community members to develop leadership skills and provide leadership within the community.
- Ensure regular communications between community programs, residents, volunteers, and program participants
- Oversee middle school, high school, and college leadership teams

4) Community building

- Build relationships with students and families in the Vista Hermosa Community
- Creates an environment where students feel safe, welcome, valued, and are able to flourish
- Work with the community staff team to create programming that serves the entire community

5) Perform other related duties as required

Desired Qualifications:

- Higher Education Experience
- Bilingual/ biliterate in Spanish
- Excellent leadership, prior experience in recruiting and managing volunteers
- Excellent social skills to communicate with staff, parents, and students
- Excellent mentoring skills to conduct one on one or small group training
- Models core values of Love, Respect, Community, Compassion, and Purpose
- Ability to work flexible hours, including evenings and weekends

Application Process:

Please submit resume to Eric Sobotta, Vista Hermosa Community Team Lead at erics@firstfruits.com, or for more information call (509) 749-2138.

Salary: Dependent on experience.