



#bcapbuildscommunity

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**TITLE:** Out-of-School (OST) Program Coordinator

**REPORTS TO:** Youth & Families Coordinator

**COMPENSATION:** Salary; 40 hours per week

**PRIMARY FUNCTION:**

As the *OST Program Coordinator*, you will work closely with the *Youth & Families Coordinator* to support the planning, organization, and implementation of youth programs and activities. From assisting with program development to providing guidance and support to participants, you'll be instrumental in creating a safe, inclusive, and engaging environment for all youth involved.

**KEY JOB RESPONSIBILITIES:**

1. Managing all aspects of OST programming, including direct care with youth participants as needed.
2. Foster a positive and inclusive atmosphere that promotes the physical, mental, and social well-being of youth participants.
3. Provide guidance and support to youth participants, promoting positive behavior and conflict resolution skills.
4. Maintain accurate program records.
5. Assist in recruiting, hiring, training, and supervising of program staff and volunteers.
6. Maintain partnerships with school districts and other community groups.

**QUALIFICATIONS:**

- Bachelor's degree in education, social work, or related field preferred.
- Experience working with youth in an educational, community-based, or recreational setting.
- Strong interpersonal and communication skills.
- Strong leadership abilities and the ability to work as part of a team.
- Organizational skills to be able to multitask several duties at the same time.
- Act 34, Act 33/151, Act 114 AND completion of *Mandated and Permissive Reporting in Pennsylvania Online Training* Required
- This position requires travel.