



Job Title: Youth Advocate - Activities Coordinator

Position Type: Full-Time

Schedule: Mon-Fri 9:30am-6pm, including evenings and weekends as necessary

Salary Range: \$15.50 – \$17.50 hourly, commensurate with experience

Benefits Package: Medical, dental, vision, life insurance, PTO, paid holidays

Reports to: Youth Center Manager

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14-24 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are homeless or at risk of homelessness to overcome poverty, trauma, mental illness, low educational achievement and joblessness to transition to independent living.

SUMMARY: The Youth Advocate – Activities Coordinator provides supervision, meals and activities in the drop-in Youth Center to create and maintain an atmosphere that is safe, welcoming and engaging. The Activities Coordinator performs needs assessments and builds therapeutic relationships with youth in order to assist them to address their goals, aspirations and needs. The Youth Advocate – Activities Coordinator plans and oversees Youth Center activities to keep youth connected to Life House.

Focus area duties and responsibilities – Activities Coordinator:

- Ensure each new youth is welcome to Life House, including facilities tour, overview of programming, and introductions to staff and other youth.
- Collaborate with Life House staff and establish relationships with recreation, arts and culture and youth development agencies in order to fill a dynamic monthly calendar of opportunities for youth self-discovery, skill building, personal expression and fun and encourage youth participation.
- Collect accurate data on youth participation in groups, activities and classes per funding requirements, while monitoring trends and evaluating incentives.
- Oversee planning for weekly Youth Center menu, and oversee food preparation, service and clean-up.
- Assume lead responsibility for special events and activities (i.e. Prom, Holiday parties, seasonal activities, etc.)
- Recruit youth to participate in bi-weekly youth board meetings and facilitate meetings to solicit youth input, insight and feedback to amplify youths' voices in decision making processes that shape the Youth Center culture, environment, policies, procedures and programming.

Focus area duties and responsibilities – Youth Center:

- Provide services applying strengths-based, Positive Youth Development, trauma-informed and client-centered approaches to young people who are homeless or at risk of homelessness.
- Develop healthy and helpful relationships with homeless and street youth while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Provide coverage and monitor all youth activity in the center while implementing early de-escalation strategies to foster a safe, respectful environment.
- Maintain clear communication with other staff to facilitate consistent, appropriate responses to youth behavior, and or program progress and concerns.
- Respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Maintain the daily routine; participate in food preparation, service and clean-up; perform daily tasks to ensure the Youth Center operates in a clean and healthy environment.

- Complete program-related documentation and reporting on-time and accurately.
- Maintain confidentiality of all client information.

Focus area duties and responsibilities – Life House:

- Participate in weekly Life House case consultation meeting to discuss Youth Center participants and provide progress updates; attend Life House staff and program meetings, quarterly reviews and other trainings as indicated.
- Maintain clear communication with Life House program staff to facilitate consistent, appropriate responses to youth behavior.
- Respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Ensure that Youth Center recordkeeping and reporting systems (i.e, Apricot, etc.) are accurately maintained; complete progress notes and program-related reporting as required.
- Perform other duties as may be assigned by Executive Director, Program Director or Youth Center Manager.

Education: Bachelor’s degree in human services field or equivalent combination of experience and education.

Qualifications:

- Demonstrated experience in working with at-risk youth to reach their goals
- Proficient in Microsoft Office applications
- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education, at-risk youth issues, trafficking
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Ability to pass a criminal and DHS background check

Certificates, Licenses, Registrations:

- Valid Minnesota Driver’s License and proof of auto insurance
- Adult CPR & Basic First Aid

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House.

Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

To apply send cover letter and resume by **4:30 p.m. Friday, June 14, 2019:**

Life House
HR/ Youth Advocate-Activities Coordinator
102 W 1st Street
Duluth, MN 55802
or
info@life-house.org