



Job Title: Futures Life Hacks Program Coordinator

Position Type: Full-time; schedule may include some weekend and/or evening hours

Salary Range: \$16.00 - \$18.00 / hourly, commensurate with experience

Benefits Package: : Medical, dental, vision, life insurance, PTO, paid holidays, short-term disability, and retirement plan

Reports to: Futures Program Manager

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 15-25 located in downtown Duluth, MN. As an organization, we focus on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community. Life House programs assist youth to move towards independent living through addressing trauma, mental illness, substance use, pursuing educational opportunities and obtaining a sustainable job.

SUMMARY: Reporting to the Futures Program manager and working closely with the Life House team, the Life Hacks Program Coordinator will work with the youth Advisory Board to develop groups and activities, teach independent living skills classes and/or solicit Life House staff or community partners to lead activities/groups. Life Hacks operates as an afterschool program between 3:00 to 6:00 p.m. Monday through Friday in the Youth Center, Annex, or in the Imaginarium building. The three primary program activity areas include, but are not limited to, skills-focused classes (e.g. Adulting 101 or specific topic areas) to increase independent living skills, knowledge about culturally-specific traditions, peer support groups designed to promote positive developmental relationships, gender-transformative groups to increase conflict-resolution skills as well as connect with caring adult role models.

Focus area duties and responsibilities – Life Hacks Program Coordinator:

- Recruit youth to participate in bi-weekly youth advisory board meetings and facilitate meetings to solicit youth input, insight and feedback to amplify youths' voices in decision making processes that shape the Life Hacks programming, environment, policies and procedures and define eligibility criteria for incentives.
- Work in close collaboration with Life House staff to teach program specific independent living skills classes and / or solicit community experts to do so.
- Organize and schedule culturally-specific peer support groups, which are facilitated by Life House staff, trained peer recovery coaches and elders representing communities of color and the LGBTQ community, on a rotating basis throughout the grant period.
- Build community partnerships with youth development agencies in order to fill a dynamic quarterly calendar of opportunities in the areas of education, recreation, arts and culture 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.
- Evaluate youth participants' progress in the program by administrating the modified youth thrive scale, assess results, and refer youth to appropriate Life House case management as needed.
- Empower participants to provide feedback through formal and informal opportunities such as anonymous satisfaction surveys, and monthly check-ins with youth.
- Utilizing the Life House van or personal vehicle, in good working order, provide transportation to field trips, Pow Wows, Pridefest, college tours, recreational activities and other educational opportunities.
- Conduct grant-mandated program evaluation activities and reporting in a timely and accurate manner.

Focus area duties and responsibilities – Life House:

- Provide services applying trauma informed practices, harm reduction, strengths-based, Positive Youth Development and client-centered approaches to Life House youth.
- Develop healthy and helpful relationships with homeless and street youth while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Participate in weekly Life House case consultation meeting to discuss program participants and provide progress updates; attend Life House weekly staff and program meetings, and other trainings as indicated.
- Provide coverage in the Youth Center to interact with youth in the milieu; assist in supervision of youth to ensure guidelines are upheld for the safety and well-being of all clients and staff; assist with other Life House program coverage as necessary.
- 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 Futures Program recordkeeping and reporting systems are accurately maintained and, grant-related program reporting is completed as required.
- Perform other duties as may be assigned by Executive Director, Program Director or Futures Program Manager.

QUALIFICATIONS:

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

Qualifications:

- Demonstrated experience with one or more high-barrier populations (chemical dependency, mental health, domestic violence, commercial sexual exploitation, homeless, at-risk youth)
- Flexible, confident, and able to maintain composure under stress
- Proficient in Microsoft Office applications
- 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 background check

Certificates, Licenses, Registrations:

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

Position is full-time non-exempt (hourly). 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 to (open until filled):

Life House
Human Resources – Life Hacks Coordinator
102 W 1st Street
Duluth, MN 55802

Or

Email: info@life-house.org with subject line: Life Hacks Coordinator