



**Friends of Calwa, Inc.
NATURE & NURTURE (N&N)
YOUTH COORDINATOR**

Nature & Nurture - encourages positive youth development by providing emotional support, activities in an outdoor setting, and creating opportunities for young people to serve their communities. The program is a vehicle for adolescents to develop leadership skills, gain self-esteem, learn the value of community, and exercise self-empowerment.

The N&N Youth Coordinator is responsible for the coordination and oversight of outdoor based youth services. S/he is responsible for building a positive youth program and must integrate recreational and educational components, provide leadership and mentorship to FCI youth while building a culture of community service. This position also supports programs and staff with a variety of administrative, outreach and organizational tasks. The Youth Coordinator will report to and work closely with the Director of Policy, Advocacy and Communications.

ESSENTIAL FUNCTIONS include, but are not limited to:

1. Identify and recruit youth program participants & adult mentors and volunteers;
2. Lead the recruitment, development and coordination of an active positive youth kinship network;
3. Serve as the youth mentor and provide emotional support;
4. Facilitate at least one (1) weekly youth peer-to-peer meeting (Youth Circles);
5. Develop and coordinate community building events and gatherings;
6. Identify, arrange, schedule, and lead monthly outdoor recreational activities;
7. Develop youth leadership by organizing quarterly community service projects;
8. Assist with the planning and implementation of annual youth camping trip;
9. Effectively communicate with FCI staff, partners, and community members regarding N&N related activities;
10. Serve as the primary point of contact for youth related communications, coordination and articulation of youth program goals and objectives;
11. Develop and implement strategies for building alliances with youth serving community based organizations, educational institutions, government agencies, etc.;
12. Develop, update, and maintain databases of program participants, mentors, volunteers, activities and project files;
13. Prepare monthly, quarterly, and annual program reports;
14. Track and oversee maintenance of all FCI recreational equipment and supplies;
15. Maintain a flexible work schedule, as meetings and events may occur outside of traditional office hours – including evenings and weekends;
16. Participate in regularly scheduled staff meetings and trainings;
17. Comply with established FCI policies and procedures;
18. Uphold the mission of FCI;
19. Other duties as assigned.

QUALIFICATIONS

The ideal N&N Youth Coordinator will be a fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, detail-oriented, and self-motivated individual who is passionate about FIC's mission and has a deep connection to nature and community. S/he must possess a high school diploma or GED and at least three (3) years of experience mentoring children and/or youth in nature-based programs.

FCI does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodation provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to appointment. Application evaluation may involve interviews, written tests and/or other appropriate screening tools.



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Knowledge, Skills and Abilities:

1. Deep interest and commitment to positive youth development;
2. Ability to serve as a positive role model and lead by example;
3. Demonstrated ability to develop and maintain effective working relationships with strategic partners, youth and adult participants, and the general public;
4. Ability to work with diverse cross-sections of people and serve communities with diverse economic, social, racial, and cultural backgrounds;
5. Articulate and well-spoken, capable of effectively representing the program and making strong, compelling presentations to diverse audiences;
6. Strong interpersonal, verbal and written communication and listening skills;
7. Creative thinker and problem solver who is open to the insight of others;
8. Strategic thinking and orientation abilities, including solid planning and organizational skills;
9. Working knowledge of principles and practices of community outreach, training, conflict resolution, planning and evaluation;
10. Ability to excel in external situations, facilitating and managing meetings, and dialogue and community conversations based on collaborative and participatory models;
11. Demonstrated ability to prioritize multiple work tasks and meet deadlines;
12. Enjoys a challenge, is passionate about the work, and committed to excellence;
13. Confident with a high energy level; self-motivated, and also thrive in a team environment.
14. Ability to accept constructive criticism and feedback;
15. Professionalism with the ability to maintain strict confidence and integrity;
16. Ability to gather, interpret and organize data and prepare comprehensive written reports;
17. Proper and timely record keeping and report writing methods;
18. Experience working in an office environment; proficiency with office computer equipment and Microsoft Office software;
19. Ability to speak, read, and write in Spanish or Hmong preferred.

Other Requirements:

1. Ability to pass background screening - including LiveScan fingerprinting - and drug screening for illegal drug and alcohol use;
2. Must possess a valid California Driver's License and verifiable automobile insurance. Have the use of a reasonably reliable automobile or equivalent vehicle for use on the job.

PHYSICAL, PHYSIOLOGICAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 40 pounds or more is also required. The Youth Coordinator may experience added pressure from being exposed to difficult or controversial situations. The Youth Coordinator will perform his/her duties indoors and outdoors and will be regularly subjected to outdoor weather conditions; lighting, temperature, and weather conditions may impact how s/he performs his/her duties.

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