

TUNDRA WOMEN'S COALITION
Job Description
YOUTH SERVICES COORDINATOR

Preferences & Requirements:

Yup'ik Speaker preferred
Experience working with adolescents and young children required
Knowledge of dynamics of domestic violence & sexual assault required
Willingness to work with at-risk youth
Knowledge of child sexual abuse and child abuse/neglect and substance misuse preferred
Must have basic computer skills and a driver's license
Must be willing to travel (for training and for presentations)
Must be willing to work with at-risk families in a residential environment
College degree preferred –BA in Education or Social Work helpful
Must obtain an Alaska driver's license; must be willing to drive 15-passenger van
Must be willing to work limited on-call hours & function on SART team
High School Diploma or GED required; post-high school education preferred
Must be able to pass background check

Hours: 40 hours per week. **Shifts may vary. On-call and OT hours required.**

Job Type: Full-time, 40 hours per week with on-call and overtime

Pay range: \$52,000--\$58,240 DOE

Benefits: TWC offers health insurance (Premera), dental insurance (Lincoln), and eye insurance (Alaska VSP). Coverage is effective after one month of FT employment. TWC offers a retirement plan with a 3% employee match. TWC offers 13 holidays in a year, people's birthday off and five mental health days a year. PTO leave is accrued at eight hours a week and is increased after two years, five years, and seven years.

Responsibilities:

1. Supervise the staff who work with teens and the Teens Acting Against Violence program, the Children's Advocate, and any part-time child care assistance.
2. Orient children to the shelter and perform needs assessments.
3. Coordinate large holiday Giving Tree program (holiday gift-giving) for former residents.
4. Teach personal safety and anti-bullying curriculums in classrooms at Kilbuck, ME and Yup'ik Immersion.
5. Occasionally travel to villages to present curricula in village classrooms.
6. Provide or coordinate child care for TWC residents a **minimum** of 3 days per week for 2 hours per session and one evening per week during support group.
7. Maintain and update materials/records & submit statistical reports in the Children's Program office and shelter office.
8. Work with other children's program staff to coordinate healthy activities for TAAV teens and children in community.
9. Assist families in shelter and Transitional Housing with accessing community resources for youth.

10. Act as a liason between LKSD and families living in TWC in order to orient youth to school and school activities.
11. Facilitate after-school groups two times per week and summer program groups two times per week during summer.
12. Attend training as required and perform other duties as assigned.
13. Participate in staff meetings and supervision.
14. Willingness to model sober and non-violent behavior on and off the job. (Revised 12/22)