Kaleidoscope Youth Center, Inc.
Network Program Coordinator
Job Description

<u>**GENERAL DESCRIPTION**</u>

The Network Program Coordinator is responsible for facilitating the development of GSA student groups in each of the KYC network locations as well as recruiting new schools and after school programs. The GSA Network Coordinator is also responsible for overseeing programming to occur on a monthly basis throughout the network.

<u>**QUALIFICATIONS**</u>

The Network Program Coordinator should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of education and experience.

- The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with volunteers given preference.

- The ability to work independently and creatively to deliver effective programs.

- The ability to conduct public speaking events or basic training for youth-serving professionals.

- Knowledge and understanding of issues and dynamics of lesbian, gay, bisexual, transgender, and questioning youth development and coming out processes.

- Commitment to KYC's goals and mission.

<u>**ACCOUNTABILITY**</u>

The Network Program Coordinator is hired by the Executive Director of the program. The Network Program Coordinator reports directly to the Executive Director who is responsible for performance evaluations.

<u>RESPONSIBILITIES</u>

Recruitment and Training of KYC's Gay Straight Alliance Network Organizations

- Actively recruit new schools and after school programs to participate programming and services throughout the GSA network.

- Develop a comprehensive training program for GSA youth leaders and advisors.

- Coordinate, in partnership with the Executive Director, annual summer gathering of youth and adults involved in GSA Network.

- Recruit volunteers to advise and mentor local GSA youth group.

- Ensure that all volunteers have completed appropriate volunteer training sessions, forms including but not limited to volunteer application, working with youth agreement, confidentiality agreement, and background check information.

- Maintain database of volunteers and related information, including application, background check and acknowledgement of training/confidentiality forms

- Assure that the volunteers are equipped with necessary materials and resources.

- Provide annual evaluations and background updates of volunteers.

Program Development

- Supervise KYC Interns in developing monthly social programming and advising on-site GSA groups
- Work with the GSA network members to develop regular, monthly program offerings throughout the network.
- Work in partnership with youth and volunteers to maintain a GSA presence at each of network member sites, including but not limited to advising and facilitating regular, onsite group meetings.
- Conduct quarterly meetings of GSA Youth Advisory Board.
- Coordinate resources for all programming including arranging for volunteers to chaperone social programs and gathering necessary materials.
- Manage the resources of Kaleidoscope Youth Center responsibly and manage within the programming budget as approved
- Review and ensure distribution of United Way Performance Measurements for youth participants
- Maintain program files and volunteer files in office.
- Input and track data on Google Documents program.
- Attend staff meetings and assist in the evaluation of the program
- Compile statistical case information as required by funders and as directed by Executive Director.
- Assist in volunteer appreciation events.
- Provide drop-in center coverage.
- Complete employment time sheets every week.
- Attend conferences/seminars/meetings as requested by the Executive Director.
- Participate in performance evaluations of this position as directed by the Executive Director.
- Organize and participate in fundraisers and speaking events as directed by Executive Director.
- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the KYC program and its goals and activities.
- Other duties as may be assigned by the Executive Director or the Chair of the Board

COMPENSATION

The Program Coordinator position is a full-time position paying $32,000 per year with 15 days of paid time off plus is eligible for health and life insurance benefits.

Anticipated start date: July 1, 2011

APPLICATION INSTRUCTIONS

Submit cover letter and resume with 3 references (names and contact info) to Jen Gilbride-Brown via email: jen@kycohio.org. Please put "Network Coordinator Application" in subject line

Review of applications will begin immediately and continue until candidate is selected.