



Youth Resource Coordinator

Job Title:	Youth Resource Coordinator	Supervisor	McGruder Center and Youth Director
Location:	McGruder Center	Position Type:	Level II
Salary/Wage:	34,000	Exempt/Nonexempt:	Exempt
Benefits	Partial Health	Posting Expires:	

The Youth Resource Coordinator will be responsible for strengthening the operations of Preston Taylor Ministries (PTM) that provides significant opportunities for involved children to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” Embracing PTM’s Christ-centered mission, the Youth Resource Coordinator, will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. He or she will do this by demonstrating a love for God that is evident in his or her lifestyle whether or not he or she is at PTM.

Roles and Responsibilities

- I. Administrative Source and McGruder Center
 - Oversees the production and maintenance of records related to youth enrollment, performance objectives, volunteer engagement, parent engagement, and grant reports.
 - Participates in and occasionally leads youth planning committees.
 - Assists in building community relationships.
 - Recruit and coordinate with partner corporations to hire Summer SaLT students.
 - Oversees “scorecard” record keeping across all PTM programs
 - Develops applications and procedure for enrollment across PTM.
 - Leads Spring Break in the Marketplace job shadowing program
 - Works with youth staff to ensure all youth have consistent Circles of Connection Map updates
 - Work with High School Director to ensure all High School Students have current post-secondary comprehension plans
- II. Managing a Budget
 - Reviews finances on a monthly basis to ensure youth programs are in compliance with organizational budget.
 - Ensure Summer SaLT students are paid in accordance with agreement and that financial reporting follows PTM procedures.
- III. Coordinating meals
 - Coordinates meals for youth programming (Dinner and Devo, Calvin House, and SaLT).
- IV. Updating Digit Footprints
 - Oversees the collection of media documenting the events throughout the year.

- Coordinates the communication of the youth program in line with policies and practices.
Manages electronic communications, youth program website, social media, and blog posts.
- V. Managing Volunteers for McGruder and Youth Center
 - Plans and coordinates youth events, outings, retreats, and special projects.
 - Maintains a continuity file detailing the tasks and timelines of all events.
 - Works with volunteer team to coordinate volunteer involvement for events.
 - Provides meaningful follow-up with all youth volunteers.
 - Coordinates volunteer resource teams and manages referral process

Qualifications and Education Requirements

- Bachelor's degree Preferred
- Strong Written and Oral Communication Skills

Hours

- School Year
 - M - W – 10:30 – 7:30
 - Thursday – 10 – 6
 - Friday – 1 – 7pm (when FNL is in session)
 - Some weekends
- Summer
 - M - F – 8-4pm

Benefits

- Salary / Benefits
 - \$34,000 + individual health (no vision or dental)
 - \$36,300 with no health benefits
- PTO 15 days accrued a year (no rollover)

Preston Taylor is an Equal Opportunity Employer

Women, minorities, and individuals with disabilities are encouraged to apply