

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
November 22, 2011

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: Program Coordinator
Program: Educational Services
Location: Chicago, IL

To apply for this position, please click: <https://home.eease.adp.com/recruit/?id=1094541>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt

This is a full-time position funded through October 31, 2012 and requires evening and Saturday availability.

Functioning as Project Safer Youth's Project Coordinator, the Program Coordinator will provide on-site supervision of youth, staff and volunteers as well as on-site program development. Responsible for participant outreach, building relationships with families and tracking/monitoring attendance trends, provides logistical and clerical/administrative support for the program. Assists Program manager in evaluation of staff and volunteers.

Essential Duties and Responsibilities:

- Provide on-site supervision of youth, staff and volunteers
- Assist Program Manager/Evaluator in scheduling cultural and educational field trips.
- Review applications and supporting documentation to determine eligibility for participation in Project Safer Youth.
- Provide participants with referral services as needed
- Provide clerical and administrative support for the Project
- Data collection, maintenance and entry into agency database and other data collection media
- Create and maintain confidential client files
- Develop and maintain positive relationships with participating youth and their families
- Initiate, develop and maintain strong working relationships with the Juvenile Court of Cook County
- Handle special projects and routine expectations as required

Qualifications:

- Highly motivated self starter who is goal oriented
- Excellent interpersonal skills
- Knowledge of group behavior and dynamics, societal trends and influence
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by youth with criminal records
- Ability to work well under pressure
- Must have excellent computer, business writing and verbal skills

- Must be proficient in Microsoft Office
- Must be willing to obtain CPR certification

Education and Experience:

- BS/BA in Criminal Justice, Social Science or related field preferred, some college work required
- Supervisory experience
- Experience working in an after-school program, strongly preferred
- Experience working with teenaged youth preferred
- Experience working with persons with criminal records

Safer Foundation is a drug-free workplace.
EOE/AA/M/F/D/V