

ENRICHMENT COORDINATOR – YOUTH EMPLOYMENT PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS:

The Enrichment Coordinator for Youth Employment Programs reports directly to the department head and is responsible for planning, coordinating, and delivering enrichment activities for participants in the **Summer Youth Employment Program (SYEP)**. The position involves partnering with local organizations to create impactful programming, supporting participants' personal and professional development, and ensuring that enrichment activities are engaging, inclusive, and aligned with program goals. The incumbent also serves as a liaison between the program and community partners, working to provide a well-rounded experience for youth participants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements age-appropriate enrichment programming for SYEP, YEP, and MSBK participants, focusing on topics such as workplace readiness, leadership, financial literacy, mental health, and cultural awareness.
- Partners with local organizations, businesses, and community groups to deliver diverse and impactful workshops, activities, and events.
- Coordinates and facilitates **Enrichment Sessions** for the first week of the five-week SYEP program, including leading group activities, and workshops, and supporting external presenters.
- Designs programs for SYEP participants, including celebrations, field trips, and leadership-building opportunities.
- Acts as a liaison between youth participants, families, and local resources to ensure participants have access to support services as needed.
- Tracks and evaluates the success of enrichment programs, maintaining attendance records and preparing monthly reports on participant outcomes.
- Supports the administrative team by ensuring program materials are inclusive, accessible, and translated as needed.
- Build meaningful relationships with participants to encourage engagement and foster a positive, inclusive environment.
- Participates in weekly planning meetings to align enrichment programming with overall program goals.
- Assists in organizing culminating events, such as the end of **SYEP Youth Recognition Event**.
- Resolves conflicts as they arise, ensuring a safe and supportive atmosphere for participants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Strong knowledge of youth development principles and program coordination.
- Ability to design and implement enrichment activities that are engaging, inclusive, and culturally relevant.

- Excellent verbal and written communication skills, with the ability to engage youth participants effectively.
- Knowledge of community resources and experience building partnerships with local organizations.
- Proficiency in using virtual platforms and office software (e.g., Google Suite, Microsoft Office, Zoom).
- Strong organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- Ability to establish and maintain positive relationships with youth, families, and community stakeholders.
- Cultural competence and the ability to engage with diverse communities effectively.
- Creative and resourceful, with the ability to adapt programming to meet participants' needs.
- Conflict resolution skills and the ability to maintain a calm and supportive demeanor in high-pressure situations.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Education, Youth Development, Human Services, Social Work, or a related field. Relevant internship experience in youth programming or community organizing is a plus.

OR

B. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Education, Youth Development, Human Services, Social Work, or a related field and one (1) year of experience in youth programming, community organizing, or program coordination.

OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Job Type:

- **Seasonal and Part-time** – 20 Hours weekly **Salary:**
- Hourly wage starting at \$24.00 per hour, based on program needs and seasonal demands.

Equal Opportunity Employer:

We are committed to creating a diverse and inclusive workplace and providing equal employment opportunities to all applicants regardless of race, religion, gender, sexual orientation, disability, or national origin.