



Our Mission

The Service Board mentors teens to conquer personal and cultural challenges through public service and outdoor adventure.

Position:

Program Coordinator

The Organization:

tSB fosters strong and connected communities by instilling in high school-age youth a deep sense of life purpose, an ethic of public service, and a conviction in their abilities to shape the future. Operating in traditionally under-served and institutionally neglected neighborhoods that lack sufficient community programs and safe public spaces, tSB reaches the most vulnerable youth.

Our unique programming approach combines a social justice and leadership curriculum with adult mentorship and access to the outdoors. Throughout the year, we run three structured programs: The Core Winter Program (January-June), New Heights Program (June-August) and the Peer Leadership Program (for second-year students only).

Position Description:

The Program Coordinator serves as the primary facilitator for Winter Program. They are responsible for leading and designing workshops, selecting guest facilitators and service sites, facilitating Peer Leader (second year students) development as well as managing mentors and other adult volunteers for the duration of Winter Program. This position works in close conjunction with the Outreach and Operations Coordinator on Winter Program recruitment, retention, administrative and operational duties.

Compensation & Timeline:

Full time (32-40 Hours weekly), \$18 to \$21 Hourly DOE. . Medical, dental, sick leave and vacation time included. Season passes to the Summit at Snoqualmie and Stevens pass available.

Start date November 21, 2016. Please submit Cover Letter and Resume to jobs@theserviceboard.org by October 10, 2016. Questions can also be emailed to jobs@theserviceboard.org or by calling 206.324.7771

Principle Duties and Responsibilities:

- Coordinate and facilitate the development of relevant weekly programming incorporating peer and youth leadership, mentor support, and community partners whenever possible.



- Maintain regular records, reports, and reflections on community status at all times including attendance, family groups, weekly emails and online updates.
- Professionally and compassionately address issues and individuals in a timely manner in accordance with tSB Community Agreements and Values.
- Honor and develop gifts and capacities of Peer Leaders, volunteer mentors, and youth participants.

Desired Qualifications:

- You have at least 1-3 years working as a Youth Development professional in the Puget Sound region.
- You are a strong facilitator who loves the challenge of working with and managing a diverse group of program participants.
- You are invested in the growth of Seattle area youth and their incredible potential for leadership.
- You are a leader and strategic thinker who recognizes when to advocate strongly for investments in organizational goals and objectives
- You are team-oriented with a strong ability to collaborate, empower, and support your fellow employees in a small fast-paced organization.
- You have strong administrative skills and recognize the value of timely, concise and efficient communication.
- You are interested in working with incredible people dedicated to social justice, community, outdoor adventure and public service.
- Your experiential and educational background is well rounded. You are a life-long learner, and trace some of your most valuable lessons to those learned in the midst of failures.