

**DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION**  
**YOUTH PROGRAM**  
**DEVELOPMENT COORDINATOR**



**QUALIFICATIONS:**

- Must pass criminal clearance and background checks
- Relate to and build professional relationship with young people and families
- Work mornings, evenings and weekend hours to accommodate the needs of the program
- Manage large groups of youth
- Conceptualize, plan and manage new initiatives
- Above average computer and communication skills
- Must have reliable transportation

**TYPICAL DUTIES:**

- Develop and implement your development programs and events.
- Develop and oversee youth anti-crime and healthy living programs and activities.
- Maintain adequate records and data for all programs.
- Research funding sources and project requirements.
- Coordinate meetings, recreational and educational projects for youth.
- Coordinate and provide direct oversight of summer activities.
- Establish relationship with school administrators, teachers, business owners, churches and community residents to set up partnerships for youth development programs.
- Ensure a variety of sport, recreational, cultural and other programs are planned and implemented.
- Schedule activities, facilities and volunteers as required.
- Participate in and successfully complete job related continuing education courses, workshops and seminars on an annual basis to support growth in position.
- Provide monthly activity reports to the Director of Community Resources and the executive director.
- Work with city leaders, and elected officials to find way to improve the community.
- Work with area merchants associations and the Pennsylvania Avenue main street program to maintain cohesive transformation process for the overall community.
- Submit proposal to foundation and corporations to support programs that will benefit the community residents.
- Other duties assigned by the Executive Director