

## ALTERNATIVES FOR GIRLS - JOB DESCRIPTION

**Job Title:** Community Outreach Coordinator- 2 POSITIONS

**Department:** Outreach and Education Services

**Reports To:** Peer Education Manager

**FLSA Status:** non-exempt

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### **SUMMARY:**

Under the direction of the Peer Education Manager, the Community Outreach Coordinators are responsible for recruitment, training and supervision of peer educators and coordinating and conducting community outreach activities to high-risk youth at risk for or engaged in gang activity, juvenile justice, sexual exploitation, and other high-risk activities. Community outreach activities include but are not limited to supporting and joining with youth facilitators at schools, residential facilities, events, and more.

**I. ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### Client-Centered Activities:

1. Insure appropriate recruitment and retention of 7-10 youth peer educators.
2. Facilitate weekly group supervision and training of peer educators and individual sessions as needed.
3. Design, implement, and assist with evaluation of community outreach to high-risk youth at risk for or engaged in gang activity.
4. As needed, meet with clients to provide crisis intervention, intake for services, individual assistance and problem solving with participants, referrals, support, transportation and other requested services (includes phone contacts, office contacts, and home visits).
5. As needed, provide coverage for other program services.

#### Administrative Activities:

6. Develop peer educator training curriculum based on the High/Scope Model.
7. Assist in development of policies, procedures and evaluation for the Outreach and Education Services Department and AFG Peer Education Program.
8. Assist in management of project budget.
9. Assist in evaluation of program.
10. Train and supervise volunteers and interns.
11. Assist with the maintenance of the program office. (marginal)

#### Documentation:

12. Design, implement, and facilitate evaluation and assessment.
13. Insure documentation and data entry for all outreach activities, workshops, and each client contact.
14. Assist with maintaining client files in accordance with professional, ethical, and legal standards of confidentiality.
15. Compile statistics and complete narratives that contribute to monthly, annual and other reports.
16. Assist with grant writing and reporting to secure funding for the project.

#### Intra/Inter-Agency Relations:

17. Participate actively as a member of the Outreach & Education Services team and assist in facilitating effective working relationships with staff in other agency components.
18. Attend monthly All Agency meetings and weekly OES meetings (marginal responsibility)
19. Serve as a liaison with Big Brothers/ Big Sisters of Detroit and Think Detroit PAL to ensure completion of program goals or other community partnership.
20. Conduct networking outreach to community-based agencies.
21. Participate in community activities and assist in the distribution of community education/ public relations materials.
22. Help develop and nurture strong relationships with other agencies through visits, phone calls, and referrals in order to insure client access to needed services.
23. Participate in at least one community coalition.

24. Represent AFG in a professional and positive manner at all times.

Professional Growth and Development:

25. Work toward progress in the area of professional development through attendance at in-service training, and take initiative to seek training opportunities in areas on which skills need strengthening.

Other Duties as Assigned.

## **II. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

1. Bachelor's degree in Social Work or related Human Service field preferred. (Note: Due to the mission and requirements of this program, extensive life or work experiences in certain fields may meet this requirement.)
2. Two years minimum experience working with and knowledge of adolescents who are involved in alternative residential/ education settings, homeless/ running away, gang activity, violent behavior, street activity (including Human Trafficking/ prostitution/ survival sex/ drug use or selling), domestic violence, school truancy, sexual activity and other high risk behaviors.
3. Spanish speaking preferred.
4. Experience working with risk reduction/ anti-gang/ juvenile justice interventions and knowledge of current anti-gang/ juvenile justice trends preferred.
5. Experience with and knowledge of youth leadership training models, adolescent development, peer counseling and outreach work.
6. Experience working with culturally diverse populations.
7. Excellent skills in client intervention, assessment, and documentation.
8. Familiarity with Detroit community and community resources.

General Qualifications:

1. Flexibility, reliability, stability and consistency in job performance.
2. Ability to handle crises, maintain confidentiality, and tolerate stress professionally.
3. Excellent communication and networking skills.
4. Willingness to maintain a flexible work schedule, hours generally are Mondays through Fridays, afternoons and evenings. Some weekends.
5. Experience with data entry and word processing helpful.
6. Valid Michigan driver's license, excellent driving record and access to personal vehicle mandatory.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Extensive local driving required as part of program services.
2. Moderate lifting of program supplies and donations required on a weekly basis.

Salary range depending on experience: \$12.53 - \$14.97 hourly

Send Resume to: Human Resources Manager, Alternatives For Girls  
903 W. Grand Blvd.  
Detroit, MI 48209 or [sbelchunas@alternativesforgirls.org](mailto:sbelchunas@alternativesforgirls.org)

*Women and Minorities Encouraged to Apply.  
Alternatives For Girls is an equal opportunity employer.  
AFG enjoys a smoke-free environment.*

This job is posted internally for 5 days; AFTER 5<sup>th</sup> day all applicants are considered external candidates.