



413 Ninth Street
 Glenwood Springs, CO 81601
 970-945-9300
 www.youthzone.com

Career Development Opportunity

Parent Education and Community Outreach Coordinator

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after completing their YouthZone program. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all our clients.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

YouthZone values a diverse workplace and strongly encourages women, people of color, LGBTQIA2S+ individuals, people with disabilities, members of ethnic minorities, and veterans to apply. YouthZone is an equal opportunity employer. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

YouthZone is committed to inclusion.
 YouthZone advocates for equality.
 YouthZone has a long history of promoting justice.

Position Overview

The Parent Education and Community Outreach Coordinator serves as the liaison between the YouthZone service providers and parents of our clients by explaining our services and interventions, answering questions as they arise, and serving as coach by offering parenting advice as needed. In this way the Parent Education and Community Outreach Coordinator helps parents to appropriately support their child as they move through the YouthZone program. Additionally, the Parent Education and Community Outreach Coordinator is responsible for creating and delivering targeted supportive outreach and engagement strategies throughout the YouthZone service area. These will include: parent education presentations (individuals and groups), public speaking, community events, networking meetings, and other outreach strategies as determined. These strategies will be targeted toward parents, guardians, caregivers, civic-minded individuals, local business and community leaders.

The salary range for Parent Education and Community Outreach Coordinator is \$55,00-\$70,000 annually.

Employment Classification

Full-time, non-exempt; 40 hours per week. Based in our Glenwood Springs or Rifle office, this position requires access to a reliable vehicle for travel throughout YouthZone's service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties.

Essential Functions and Responsibilities of the Parent Education and Community Outreach Coordinator at YouthZone

- Serve as a supportive liaison between the YouthZone service providers and the parents of our youth clients.
- Develop a professional and caring rapport with the parents of YouthZone clients in order to enlist them as partners in supporting their child through the difficulties they are facing.
- Ensuring that parents fully understand what their child is experiencing at YouthZone so they can best support them at home.
- Assess parent and family needs and refer them to appropriate community resources.
- As a member of YouthZone's direct service team, participate in staffing sessions by bringing relevant family information to the conversation in support of client success.
- Organize, implement, coordinate and present parent education workshops and training sessions throughout YouthZone's service area.
- Organize and lead parent/caregiver support groups.
- Recruit experts to give community-wide talks on relevant parenting topics such as adolescent brain development, substance use, mental health and healthy parenting.
- Collaborate with other parent-serving organizations to coordinate services.

Education, Training and Experience

While YouthZone values formal training in subjects directly related to the work we do, we firmly acknowledge that relevant education comes in many forms that don't necessarily garner college credit. We are most interested in hiring high quality humans who love to learn, aren't afraid of hard work, and believe that everyone deserves a dignified opportunity to make amends for their mistakes. In evaluating applicants, we will consider any combination of life and work experience that would adequately prepare one for the rigors of this position.

- *****Required:** High school diploma, GED, or equivalent.
 - *Highly desirable:* Associate degree and/or college coursework in social work, family systems, education, etc.
- *****Required:** Documented training and/or experience working with parents in an educational and/or mentorship role.
- *****Required:** Bilingual in Spanish and English.
- *****Required:** Documented training and/or experience in public speaking, teaching/education, group facilitation, and communication.
- *****Required:** Valid Colorado license as Certified Substance Technician, OR the willingness to obtain within 18 months of hire.
- *****Required:** Proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint, and office technology.
- *Highly desirable:* Experience creating and maintaining strong community collaborations.
- *****Required:** Excellent organizational skills, with a high level of proficiency using technology efficiently as a time management and organizational tool.
- *Highly desirable:* Training and/or experience as a parenting trainer.

Other Requirements

- Participation in a child abuse registry check; fingerprint/Colorado Bureau of Investigation check; driving history check, and drug screen.
- Ability and willingness to work a flexible schedule in order to accommodate client needs and court schedules.
- High proficiency and comfort level with computers and technology, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Well-developed interpersonal abilities.
- Exceptional written and verbal communication skills.
- Professional attitude, and friendly, courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Working Relationships

- Reports to **Assistant Director.**
- Receives direction, training, mentoring and support from ALL YouthZone employees throughout their time in this position.
- On-going, constructive and open collaboration between all YouthZone staff is essential to our team to ensure a consistent, effective and high-quality program.
- The ability to interact efficiently and effectively with program stakeholders including school personnel, district leadership, law enforcement agents, judicial district personnel, parents, youth, and outside agencies.

Required Responsibilities of YouthZone Team Members

- Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
- Be prepared to provide accurate information and answer questions about YouthZone's programs and services and upcoming development opportunities.
- Demonstrate ability and willingness to work with youth and adult clients with an attitude of respect and non-judgment.
- Maintain a strong sense of compassion and empathy for adolescents and the existential struggles they deal with.
- Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
- Comply with confidentiality standards and practices, HIPAA guidelines, and mandatory reporting requirements.
- Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
- Complete all required and requested documentation and reports in a timely manner.
- Attend and participate in mandatory monthly Team Time meetings.
- Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
- Attend and participate in YouthZone fundraising activities and programs, as directed.
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Passion for our vision and mission.
- Advanced organization and time-management skills.
- Highly developed interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, employee retirement plan, health reimbursement arrangement, wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas, transcripts and/or certificates of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you:

- Introduce yourself,
- Highlight your relevant skills, training and experience,
- Explain why you would like to work for YouthZone,
- Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to careers@youthzone.com.