

YWCA Southern Arizona

Job Description

Position Title: Project Coordinator (Pima County Teen Court)

Required Education and/or Experience: A bachelor's degree, associate's degree and 1 year experience, or three years' experience working with youth and parents in an educational capacity. Demonstrated experienced facilitating community and school-based youth and/or parent groups.

Duties and Responsibilities:

- Reports to Program Director.
- Assists with day-to-day operation of program; including case management, program evaluation, and scheduling.
- Facilitates Pima County Teen Court workshops.
- Assist with Pima County Teen Court hearings.
- Makes presentations to schools, businesses, and community organizations to promote awareness of Pima County Teen Court and juvenile law
- Recruits, trains, and manages adult and teen volunteers; including maintaining relationships with the University of Arizona College of Law and local high schools, maintaining online recruiting efforts (Volunteer Match, United Way, etc.), and arranging recognition events.
- Coordinates Teen Court in the Schools; including providing training to new schools, maintaining updated training materials, and providing technical assistance to schools in the program.
- Represents the interests of Pima County Teen Court in the Arizona Teen Court Association.
- Seeks and applies for grant funding.
- Attends training and staff meetings as required.
- Other duties as assigned.

Requirements:

Bi-lingual (Spanish/English) with verbal and written fluency – required

Ability to communicate clearly and concisely in both verbal and written form

Ability to be flexible with individuals and activities

Strong presentation and facilitation skills

Enthusiasm for youth and family skill-building programs

Experience working with multi-ethnic groups of parent/caregivers and/or youth

Ability and willingness to work non-traditional work schedule

Valid Arizona Driver's license

Reliable vehicle for work related travel

Reliable home internet access for working from home

Certification in Standard First Aid and CPR

No Criminal record related to offenses against youth – successful fingerprint background check

Compensation:

This position is a full-time position requiring some weekend and evening hours in addition to daytime Monday through Friday. Salary range is \$35,000 - \$38,000 per year. YWCA offers competitive benefits, including health care, paid time off and retirement. YWCA Southern Arizona is an equal opportunity employer.

Additional information at www.pcteencourt.com.

Apply at <https://www.indeed.com/job/teen-court-project-coordinator-e7ca40984f0019c6>