



POSITION TITLE: Program Coordinator, Arise New Hope

REPORTS TO: Youthfront Pathways Associate Director

☐ Part Time ☒ Full Time ☐ Seasonal
☐ Hourly ☒ Salary Exempt ☐ Salary Non-Exempt

POSITION DESCRIPTION

Youthfront is seeking a leader with strong organizational skills and a heart for mentoring youth in tough situations for a new initiative serving justice-involved youth. This role with Youthfront Pathways' Arise program is ideal for someone who loves building relationships with community partners and volunteers, measuring impact, and meeting the needs of participating youth. Supported by a two-year grant, Arise New Hope is designed to provide evidence-based interventions for making lasting change, inclusive of individual and family therapy, and community-building mentorship for youth leaving incarceration or on probation.

KEY RESPONSIBILITIES

Work closely with the Youthfront Pathways team and leadership to:

- Manage all aspects of Arise New Hope, an ongoing eight-week program for justice-involved youth residing in Kansas
- Build and maintain positive working relationships with probation officers, court staff and judges to build awareness of Arise New Hope and gain referrals
- Evaluate referrals and determine if youth applicants meet program criteria
- Complete assessments of participants and maintain records of progress and other pertinent case information
- Complete training with a high level of competency on Arise New Hope's evidence-based curriculum
- Coordinate/train staff and volunteers to facilitate the curriculum with cohorts of youth
- Make referrals for youth to other resources as needed, including school, job training, individual or group counseling, etc.
- Build relationships with participating youth and invite them to participate in Youthfront Pathways' ongoing aftercare program, Club Arise
- Assist with recruiting, managing, tracking and stewarding volunteer relationships and program partnerships
- Track and communicate program outcomes and data to Youthfront leadership

GENERAL RESPONSIBILITIES

Represent the organization, its interest, and programs

Maintain a positive working relationship with clients, vendors, and partners

Follow all procedures and policies as outlined in the staff handbook

Participate in all staff events, meetings, and initiatives as assigned

QUALIFICATIONS

Bachelors Degree or Equivalent Experience

2 Years of Related Experience with youth, experience with justice-involved youth preferred

High level of administrative skills and close attention to detail

Willing to work 1-2 evenings per week and some weekends

Experience with client case management software a plus

Ability to work in Microsoft Office Suite and Google Suites

Bilingual in Spanish a plus

Driver's License Required

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.