

**YWCA Southeastern Massachusetts
JOB DESCRIPTION and SPECIFICS**

POSITION: Girls Exclusive Coordinator

STATEMENT of DUTIES: Responsible for overseeing, planning and operation of Girls Exclusive and all programs relating to adolescents.

SUPERVISION: Reports to Director of Programs and Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Works with Director of Programs and Services to develop and implement new programs for adolescents.
- Researches and applies for grant funding.
- Completes and submits required reports and billing.
- Plans, implements and supervises Girls Exclusive.
- Attends local community resource fairs representing Youth Services.
- Performs duties of YWKids staff as needed.
- Attends and participates in meetings, conferences, trainings as required.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

QUALIFICATIONS:

- Bachelor's Degree preferred in Education, Psychology, Social Work, or related field.
- Fluent in Spanish preferred
- Must be at least 21 years old with experience in teen and adolescent programming.
- Excellent oral and written communication ability.
- Good judgment with the ability to act independently in representing the YWCA
- Dependability, accountability, and flexibility are essential.

POSITION STATUS: NON-EXEMPT
School year: 12:00 pm-5:30pm
July and August: 9:00 am-5:00 pm
Some evenings and weekends required
\$13.00 - \$15.00/hour

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please send resumes to Catherine Bourassa at cbourassa@ywcasema.org