

**Date of Last Update: 01/2022**

**Job Title:** Strengthening Families Coordinator

**Reports to:** Director of Collective Impact

**Job Level/Status:** Full-Time



**Program:**

The United Way of Delaware County (UWDC) Strengthening Families (SF) Initiative ([www.delawarecountyfamilies.org](http://www.delawarecountyfamilies.org)), a collective impact innovation, has grown into a trusting network of caring individuals and organizations; addressing prevention, intervention, and crisis in the same location. Organized under three pillars, Wellness, Stability and Lifelong Learning, over 40 cross-sector partner organizations provide programming, support, and resources. Strengthening Families encourages collaboration, coordination and capacity building among multiple organizations centered around agreed upon strategies and goals.

**Position Summary:**

The Strengthening Families Coordinator, a full-time position with competitive salary/benefit package, will support the ongoing programming of the Strengthening Families Initiative through volunteer management and program coordination. Using Microsoft Office suite and volunteer coordination software, Volgistics, the Strengthening Families Coordinator will manage volunteer programming, assist in afterschool & community engagement programming, along with SF ongoing maintenance/needs. Due to the fluid nature of both the programs and the position, other duties and tasks may be assigned as necessary.

**Job Responsibilities and Duties:**

- **Volunteer Management:** Recruit and retain SF volunteers throughout the year. Facilitate trainings. Maintain volunteer job descriptions, interviews, placement, attendance and volunteer data management, communication systems and recognition systems.
- **Afterschool and Community Engagement Program Maintenance:** Oversee middle school student room drop-in programming, develop rapport with students, parents, and school staff, organize other middle school programming i.e., manage calendar of clubs, provide parent/guardian communication, meet with club advisors quarterly, etc.
- **Other Program & Large Project Support:** Prepare project materials, assist with agency program coordination and other programming project tasks as requested. Assist with maintenance of everyday SF needs.

**Core Competencies:**

Acts and Thinks Strategically

Is guided in all work by UWDC's mission, vision, and strategic goals. Ensures that UWDC's plan of work and allocation of resources are aligned and deployed with UWDC's strategic direction. Provides leadership to achieve high quality, sustained results that create a consistently high performing organization.

Engages with Youth

Enables youth to thrive and flourish and prepares them for a healthy, happy, and safe adulthood. Strengthening Families involves youth as active agents. Youth are valued and encouraged to participate in design, delivery, and evaluation of the services.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, and presentations.

### Exhibits Decisiveness

Exhibits the ability to take the initiative or risk required to identify problems, generate, as well as evaluate alternatives to overcome them, and reach a decision on the most effective strategy for a given solution. Prioritize tasks and communicate progress, problems and needs for additional support to the Programming Staff.

### Work Style

Works well independently and as a team player. Values diversity, equity, and inclusion as these principles are vital to achieving the UWDC mission and advancing the common good. Pro-actively takes initiative and is highly organized, detail-oriented, and creative.

### Customer Service-Focused

Fosters radical hospitality by providing excellent customer service to participants, volunteers, and agency staff members, as well as connects clients holistically with dignity. Has passion for making sure the community is taken care of.

### **Job Requirements:**

Education: Associates Degree or higher and/or relevant experience with youth & youth development.

Hours: Currently a typical week includes 9:30am – 6pm Tuesday through Thursdays with additional regular 9-5 hours on Monday, Friday and/or sporadic events outside of these hours, as well. Hours and days are subject to change according to public health requirements and/or programming needs.

Job Location: Position is based in the Willis Education Center requires the employee to work at the United Way of Delaware County Strengthening Families office, 74 W. William Street, Delaware, OH 43015.

Point of Contact: Brande Urban, United Way of Delaware County Director of Collective Impact

How to Apply: Please submit a resume/CV: [burban@uwaydelaware.org](mailto:burban@uwaydelaware.org)

Please place “Strengthening Families Coordinator” in the subject line of the email when applying.