

Date of Last Update: 07/18

Job Title: Strengthening Families Coordinator

Reports to: Director of Collective Impact

Job Level/Status: Part-Time +



Program:

The United Way of Delaware County (UWDC) Strengthening Families Initiative (www.delawarecountyfamilies.org), a collective impact innovation, increases the capacity for middle school after-school activities focusing on youth development and mentoring and, also, increases early childhood social, emotional and behavioral health development opportunities. United Way of Delaware County's collective impact models encourage cross-sector partnerships, shared goals and data driven results. Strengthening Families encourages collaboration, coordination and capacity building among multiple organizations centered around agreed upon strategies and goals based on the 2015 United Way of Delaware County Community Needs Assessment and the Delaware County MAPP.

Position Summary:

The Strengthening Families Coordinator, a part-time position, will support the ongoing programming of the Strengthening Families Initiative through volunteer management and teen room programming coordination. Using Microsoft Office suite and volunteer coordination software, the Strengthening Families Coordinator will volunteer programming and SF ongoing maintenance/needs. Engaging the community in understanding the SF program via guided tour presentations. 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. Maintain volunteer job descriptions, interviews, placement, attendance management, and recognition systems.
- Program & Large Project Support: Prepare project materials, provide logistical and data collection support for Afterschool programming, and assist with the Toy Library and other programming project tasks as requested. Assist with maintenance of everyday SF needs.
- Oversee The Shop, a small community free store located within Strengthening Families Hub at Willis Education Center. Maintain system of donations and project need.

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.

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 and 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

Must work well independently and be a team player with respect for the diverse cultures and experiences of others. 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.

Job Requirements:

Education: High school degree/G.E.D. and some continued education related to non-profit and/or education. Associates Degree and/or relevant experience with teens/youth preferred.

Hours: Typical week includes 10:30am – 7pm Tuesday through Thursdays with additional afternoon hours Monday or Friday and sporadic events outside of these hours, as well.

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