



The Avenue A Coordinator is a full-time, salaried position (40 hours/week) blending youth work and program coordination.

- About 30–40 percent of time is spent leading and prepping for youth programs
- About 60 percent of time involves administration: outreach, volunteer coordination, teen recruitment, parent communications, and grant-related data management
- Must be available afternoons/evenings (2–8:30 or 9 p.m.) at least 4 days/week; some weekends required
- Remote work is possible for administrative duties

Specific responsibilities include:

### **Programs & Volunteers**

- Meet with volunteers/Director of Teen Programs to plan program schedules
- Prep activities for programs and lead programs as needed
- Coordinate volunteer schedules and send volunteer reminders
- Maintain volunteer paperwork and training schedules
- Mentor volunteers as needed around group dynamics and youth work
- Provide carpool transportation for programs when applicable
- Work with Director of Teen Programs to plan monthly volunteer meetings
- Help the Director of Teen programs organize programs and events to engage new teens
- Oversee 1-2 teen interns per year (for community service or school credit)
- Maintain program attendance data system and collect testimonials for grant reporting
- Organize annual Volunteer Celebration with Director of Teen Programs
- Work with Director of Teen Programs to organize Blindfolded Boat Race fundraiser

### **Parent/Teen Communication**

- Meet with teens and the Director of Teen Programs as needed to address concerns/conflicts at programs, or behavior challenges
- Recognize mental health warning signs in teens and check in with teens and parents to provide resources and follow up support
- Collaborate with Grapewine Staff to provide information/referral warm hand-offs
- Recruit teen program participants, reach out to parents, and send reminders for programs

### **Community Partners/Relations**

- Help maintain relationships with partner organizations, including local schools for program promotion and collaboration
- Participate in community coalition meetings on a regular basis or as needed
- Work with Director of Teen Programs to provide tabling coverage at local events to promote Avenue A