Position Title: Youth Development Coordinator

Location: Colorado Springs

Salary: $21 per hour

Hours: 25 hours per week

Are you passionate about making a difference in the lives of young people with disabilities? Do you thrive on creating dynamic and supportive environments where youth can grow and shine? If so, we want you on our team!

Job Purpose

As the Youth Development Coordinator, you'll drive recruitment, outreach, and engagement efforts across Colorado. Your mission is to foster a vibrant and inclusive space where young individuals (ages 14-26) can embark on a journey of self-discovery and skill-building. You'll empower these young people to become leaders in self-advocacy, career development, self-sufficiency, and personal growth through engaging training sessions, group facilitation, and mentoring.

Key Responsibilities:

- Recruitment and Outreach:
  - Develop and implement strategies to recruit young people with disabilities.
  - Conduct outreach activities to engage potential participants and community partners.
  - Build and maintain relationships with schools, community organizations, and other stakeholders to promote program participation.
• **Training and Facilitation:**
  ○ Design and deliver engaging webinars and training that address self-advocacy, leadership, career development, self-sufficiency, and personal and social skills.
  ○ Facilitate group discussions and activities encouraging participation, collaboration, and peer support.
  ○ Foster inclusive peer-to-peer relationships and support to build and broaden youth social skills and networks.
  ○ Offer ongoing support and guidance to help youth navigate challenges and celebrate successes.

• **Program Development and Evaluation:**
  ○ Create and update training materials, videos, and resources to ensure they are relevant and effective.
  ○ Facilitate youth participation and engagement by involving youth as planners, researchers, content reviewers, facilitators, and advocates and giving them perspective regarding youth activities and effectiveness.
  ○ Collect and analyze feedback from participants to continually improve program content and delivery.
  ○ Track participant progress and outcomes to assess the program's impact through Salesforce.
  ○ Proactively identify opportunities for innovation and improvement, contributing fresh ideas to enhance program effectiveness and participant engagement.

• **Community Engagement:**
  ○ Represent the organization at resource fairs, community events, and other outreach activities.
  ○ Foster a positive and inclusive environment that encourages youth and young adults to engage and participate.
  ○ Collaborate with community partners to enhance program offerings and support services.
- Perform all other duties as assigned, including conducting evaluations, writing reports, and attending regular staff & community meetings.

**Required Qualifications:**

- High school diploma or equivalent required.
- Experience working with young people.
- Knowledge of disability rights, advocacy, and resources.
- Enthusiastic and proactive approach to building community connections and supporting youth.
- Be tech-savvy and able to utilize or learn various digital tools and platforms (Salesforce, ChatGPT, Articulate, Synthesia, Canva, etc.) to enhance work efficiency and program reach.
- Flexibility to travel to various locations for outreach and engagement activities.

**Preferred Qualifications:**

- Bachelor's degree in a related field (e.g., Education, Psychology, Social Work) or equivalent experience.
- Experience working with young adults with disabilities
- Experience in career development or vocational training.
- Familiarity with self-advocacy and leadership development programs.
- Bilingual skills are a plus.

**Knowledge, Skills, and Abilities**

- Knowledge of diverse learning styles and a working understanding of Universal Design for Learning
- Ability to provide support in a culturally sensitive manner, understanding diverse perspectives and social justice issues.
- Strong interpersonal and communication skills, with the ability to build rapport and connect with youth.
- Demonstrated ability to design and deliver effective training and educational programs.
● Ability to read young adults in video calls to ensure engagement and have a variety of strategies readily available to use to promote meaningful participation
● Ability to work independently and as part of a team.
● Experience coaching and or mentoring people who are younger than you
● Basic understanding of trauma-informed care and how trauma impacts a person's ability to engage with life
● Good writing, listening, communication, and organizational skills
● Familiar with Snapchat, TikTok, and other social media platforms that young adults and youth are using
● Personable, funny, and able to engage with a wide variety of people from diverse backgrounds

Work Environment:

● The work environment will vary. Travel during the working day is often needed to visit locations where activities occur and for meetings. As job duties demand, evening, overnight, and weekend work may be required.

How to Apply

Please submit your resume and a cover letter outlining your relevant experience and why you are interested in joining PEAK Parent Center. Send resume and cover letter to humanresources@peakparent.org

PEAK Parent Center is committed to diversity and inclusion. We encourage individuals with disabilities and those from diverse backgrounds to apply.