

Title: Women's Resource Center Program Coordinator **Exempt:** NO

Reports To: Senior Program Director of Latino Family Center & Women's Resource Center

Statement of Job: Under the general supervision of the Senior Program Director of Latino Family Center & Women's Resource Center, the Women's Resource Center Program Coordinator works with Women's Resource Center programs including the Baby Basics Closet and Career Closet. The position will also drive the bus for transportation as needed. Management style and work ethic must be consistent with the mission of the YWCA. This job is dependent upon the availability of grant funding.

Mission Statement

The YWCA High Point is dedicated to eliminating racism and empowering women and promoting peace justice, freedom and dignity for all.

Qualifications:

1. Good driving record and ability to drive a 15 passenger vehicle. This includes approval of the YWCA insurance company.
2. Strong oral and written skills
3. Proficiency in word processing, data collection and most office computer operations
4. Commitment to eliminating racism and empowering women
5. The ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner
6. Flexibility and sensitivity with multi-cultural groups and issues affecting women
7. Creative initiative to expand existing programs and develop new programs
8. Professional image
9. Excellent written, oral and presentation skills
10. Sound judgment, initiative and independent thinking
11. Reliable transportation
12. Ability to train, delegate and supervise volunteers
13. Ability to relate to all members, participants and volunteers
14. Flexibility in schedule

Physical Requirements:

1. Auditory ability to respond to critical incidents
2. Ability to perform routine first aid tasks
3. Ability to observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques
4. Physical ability to operate emergency exits and perform emergency procedures

5. Ability to participate in activities and help all participants experience success
6. Ability to lift 25 pounds

Principle Responsibilities:

1. Coordinate the logistics and referrals for the Baby Basics Closet
2. Coordinate the logistics and referrals for the Career Closet
3. Recruit, supervise and evaluate volunteers
4. Work one-on-one with clients through the Women’s Resource Center
5. Coordinate special projects and events
6. Interpret YWCA goals, mission and procedures for the community

Effect of End Results:

The effectiveness of the employee will be measured by mutually agreed upon goals. Furthermore, the effectiveness can be demonstrated and recognized by:

- The degree to which the number and variety of Women’s Resource Center Program offerings increases
- Clean and safe facilities and equipment
- YWCA having visibility in the community
- Regular evaluation of programs and results that are acted upon
- Satisfactory attainment of goals
- YWCA mission and objectives being evident in all women’s programs and facilities
- Morale, enthusiasm and effectiveness of volunteers in assigned areas.
- Steady growth in professional skills and abilities
- Professionally representing the YWCA
- Performance of other duties as assigned

We understand and mutually accept the above job description and any supplemental request is our agreement as to the job to be performed

Supervisor

Date

Employee

Date

Executive Director

Date

Rev 3/13/17