

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

**Reports To:** Women's Resource Center Manager

**Statement of Job:** Under the general supervision of the Women's Resource Center Manager, the Women's Resource Center Program Coordinator works with Women's Resource Center programs including the Baby Basics Closet. Management style and work ethic must be consistent with the mission of the YWCA.

### **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. Strong oral and written skills
2. Proficiency in word processing, data collection and most office computer operations
3. Commitment to eliminating racism and empowering women
4. The ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner
5. Flexibility and sensitivity with multi-cultural groups and issues affecting women
6. Professional image
7. Excellent written, oral and presentation skills
8. Sound judgment, initiative and independent thinking
9. Reliable transportation
10. Ability to train, delegate and supervise volunteers
11. Ability to relate to all members, participants and volunteers
12. 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. Recruit, supervise and evaluate volunteers

3. Work one-on-one with clients through the Women's Resource Center
4. Coordinate special projects and events
5. Other duties as assigned
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

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**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

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