Leaders in Transformational Education (LITE) is a community based nonprofit change agent. Our work with out of school and not working youth is a key area for strengthening communities. Our programming foundation stems from a positive youth development philosophy building on assets and strengths. LITE programming focuses on building skills and resources for youth to find their pathway to success.

**JOB DESCRIPTION**

**Role and Responsibilities**

The Coach will be the primary point of contact for youth by engaging young adults and building trusting relationships. Coaches facilitate interactive youth groups and individual sessions. LITE coaches work closely with community partners to ensure youth are wrapped with resources to achieve their goals. The coach builds a youth leadership group to be the youth voice and council to increase community resource utilization and improvements for youth programming.

**Youth Committee Activities**

- Recruiting a diverse group of youth that representative the community.
- Manages registration of youth participants.
- Facilitates assessments, participant evaluation, and ongoing engagement with youth.
- Maintains individual youth files to ensure capturing of participation, monitoring progress, and identification of additional needs.
- Makes community referrals to support youth goal achievement.
• Facilitating a youth committee council that will participate in delinquency and violence prevention strategy development.
  o Facilitate the development of a referral guide and the referral guide distribution plan.
  o Develop a process to inform youth of job training and workforce development programs.
  o In conjunction with the Program Manager activities, facilitate projects that address the 8 objectives of the delinquency and violence prevention action plan.
  o Facilitate youth committee meetings, develop agendas and meeting minutes for all sessions.

Expectations
• Attendance at each level of Community Youth Service committee meetings.
• Required attendance at all scheduled team meetings.
• Completing monthly reports.
• Capture activities through pictures and materials.
• Secure linkage agreements between LITE and youth service providers.

QUALIFICATIONS and Education Requirements
Education
• Bachelor’s degree in human services or related field and three years of experience providing services to diverse populations of youth and families.
• Knowledge or expertise in at least one of the following areas is required: positive youth development, wrap around facilitation, familiarity of issues facing out of school and not working youth and families, impact of trauma on development.

Qualifications
• Excellent oral and written communication skills.
• Must have a valid driver license and insurance.
• Must be have a background check.

Preferred skill:
• Fluency in Spanish.

KEY COMPETENCIES
• Must be highly organized, detail focused have excellent time management.
• Must be flexible, amiable and willing to work as part of a team.
• Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exits.
• Ability to gather data, synthesize, analyze, interpret and report data trends and identify strengths and deficits.
• Must have excellent engagement skills with populations not easily motivated to participate in services.
• Ability to facilitate small group activities.

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<th>Candace Their, CEO</th>
<th>Date:</th>
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