GOLD CROWN
FOUNDATION

Gold Crown Outreach Coordinator

The Outreach Coordinator will work in collaboration with the Enrichment team to build-out and support a robust Mentor community aimed at encouraging healthy youth development in the Gold Crown Clubhouses. Through interpersonal communication such as phone calls, emails, and social media to advance and enhance the organization's public visibility through event coordination, participation and marketing, the Outreach Coordinator will play a vital role in recruiting and retaining youth Members as well as adult Mentors.

The Outreach Coordinator must have strong communication skills – both written and verbal – in both English and Spanish. This person will serve as the Foundation's primary liaison for the IMPACTS 3.0 Grant, in collaboration with The Clubhouse Network and the US Department of Justice. These partnerships will engage the Coordinator in ongoing training as well as require timely and well written grant reports. This person should be organized and goal oriented, setting targets and backwards planning to meet them. Accurate record keeping and attention to detail is a must.

In addition to working directly with youth in the Gold CrownEnrichment program, afternoons and evenings, the Coordinator will also serve as the lead for school and community outreach. This aspect of the job will require confidence and propriety when communicating with school administrators, community leaders and professionals in the fields of youth development and juvenile rehabilitation.

Visit our website:

Youth Outreach Responsibilities:

- Maintain a welcoming, creative, non-judgmental safe space for youth ages 12-18.
- Retain and recruit youth members, with special attention towards recruiting youth whose families are affected by addiction and youth with an incarcerated parent
- Help Members develop creative projects (e.g., help them come up with ideas, gather materials, get started, call upon mentors to work with them, etc.)
- Recruit new Members to participate in after school and Catalyst programming.
- Attend after school events at local middle and high schools to increase awareness of the work Gold Crown does in the community. Examples of such events include Back to School Nights, Science Fairs, Continuations, Parent/Teacher Conferences, Community Meetings.
- Conduct Youth Impact Surveys to understand the experience of Clubhouse youth

Mentor Coordinator Responsibilities

- Recruit Mentors through partnerships, events, and other forms of community outreach
- Develop systems to identify and track all reporting metrics, including those indicated in the IMPACTS grant's goals and objectives

- Facilitate monthly mentor trainings on a variety of topics, including trauma-informed care, growth mindset, and anti-bullying
- Develop policies and procedures to improve mentor commitment length and ensure healthy relationship closure
- Engage in intentional family outreach on a regular basis and host regular family events
- Organize, facilitate and conduct a variety of activities related to the Mentor Program, including: outreach to recruit mentors, ensure proper screening of mentors, provide initial orientation and start-up support, organize monthly mentor meetings, encourage mentors to share their experiences with members at our Clubhouses and support the ongoing development of mentor relationships with youth
- Work in small groups to create 3 resources to be disseminated to the whole Network, such as trainings on specific topics and match support procedures and templates
- Conduct Parent/Guardian surveys to understand the experience of Clubhouse families
- Represent Gold Crown within TCN including but not limited to:
    - Participation in Project IMPACTS monthly meetings with the Network IMPACTS Mentor Program Manager
    - Participation in professional development activities and resource sharing with Project IMPACTS participants
    - Attendance at the Annual Conference and participation in break out sessions focused on mentoring

Required Skills and Experience:

- An interest in working with under-resourced, teenage-youth and their families
- A curious spirit and a willingness to learn new things along side youth
- Conversational Spanish language speaking proficiency
- Strong English language writing skills
- Strong organizational skills and time management skills

Desired Skills and Experience:

- Written Spanish language proficiency
- Experience writing grant applications and/or grant reports in English
- Some experience in higher education (college, trade school, higher level certifications, etc.)
- Experience working with under-resourced, teenage youth and their families is preferred.

This is a 40-hour-per-week position. General school-year hours are from 11:00am - 7:00pm; in the Summer and during Spring break hours will be modified to 9:00am - 5:00pm. The Mentor and Outreach Coordinator will serve youth at two Clubhouse locations, and therefore the right candidate must be willing to work from either location based on community events, time of year and needs of the community.

This is a full-time position. Pay range is from $35,000 and $45,000 commensurate with experience. Gold Crown holds an unlimited PTO policy and offers a generous benefits package.

To apply, please visit Gold Crown's career page by clicking here.