



Building Healthier
Communities

2031 Hospital Drive
Sedro-Woolley, WA 98284

PROGRAM COORDINATOR – SUPERVISOR (EYC)

Pay Rate: \$36.00 – 39.00 per hour (DOE)

FTE: 1.0 (40 hrs/week)

Reports To: Chief Operating Officer

Exempt Classification: Exempt

Posted: 07/15/2022

Posting Closes: Open until filled

Are you looking for a position that makes a difference in the community? Do you enjoy working with teens, preteens, and caring adults? We currently have an opportunity for a passionate and experienced **Program Coordinator - Supervisor**. This position directly supports our goal of providing continuous prevention and wellness programming to meet needs in Skagit County and beyond.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We focus our work along six pillars of wellbeing: Active Living, Community Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets and Opportunities. Our programs, staff, and volunteers seek to uphold our core values of **compassion, collaboration, innovation, equity, and excellence**. Learn more about how we are building healthier communities at www.UnitedGeneral.org.

Job Overview:

The Program Coordinator – Supervisor will work within the District pillar structure to achieve grant and program objectives by collaborating with community stakeholders and funders. In addition, the position will supervise staff in the Engaged Youth and Communities Pillar (EYC). The Program Coordinator – Supervisor promotes positive leadership while maintaining partnerships and opportunities that further the goals and initiatives of District 304.

Responsibilities and Duties:

- Research and create innovative programs based on best practices in prevention science, health promotion, equity and inclusion, and youth development
- Empower young people in creating the conditions and situations for personal and community wellbeing
- Contribute to an atmosphere that fosters a sense of belonging and connection
- Develop strategies to recruit and retain youth in programs and activities
- Skillfully lead and facilitate meetings, gatherings, and programs
- Collaborate effectively with staff, community coalitions, and regional networks

- Work with parents, caretakers, and other adults to strengthen community attitudes and beliefs which values youth voice and prioritizes positive youth development
- Guide the implementation of prevention strategies within the Engaged Youth & Communities department (internal)
- Supervise and assist staff with work plan implementation and budget review questions
- Mentor new staff, interns, and identify training needs
- Act as a liaison between staff and Chief Operating Officer (COO)
- Model District 304 protocols and procedures
- Meet regularly with COO to share challenges, opportunities, and successes
- Resolve conflict in a consistent, strengths-based manner, regardless of race, ethnic background, socioeconomic status, sexual orientation, or religion
- Maintain accurate and timely documentation of all activities for reporting
- Deliver evidence-based programs with fidelity (training provided)
- Participate in relevant professional and community learning opportunities
- Perform other duties as assigned

Qualifications:

- Bachelor's degree preferred
- Minimum of 3 years' experience working with teens and community partners in a coalition setting
- Experience leading and supervising teams
- Proficient in Microsoft Office software
- Commitment to being welcoming, engaging, and genuine while consistently building relationships with youth and stakeholders
- Detail-oriented, organized, and reliable
- Ability to communicate effectively with multiple audiences – spoken and written
- Motivated self-starter who can work independently
- Ability to create and maintain cooperative relationships with others
- Dedicated to continuous learning and quality improvement
- Bilingual English/Spanish a plus

Work Conditions:

- General office environment, school settings, and community/school functions
- Office hours are generally Monday-Friday between 8:00 am to 5:00 pm

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents
- When working with youth, must be able maneuver around objects and people on a variety of surfaces in indoor/outdoor settings
- May be required to lift up to 25 pounds on occasion

We offer competitive compensation and benefits including medical, dental, life and disability insurances, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, employee assistance program, and free membership to our fitness center.

TO APPLY:

Apply via our posting on **wwwIndeed.com** and please include a cover letter with your resume. For questions, contact hr@unitedgeneral.org. We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.