

SAN MARCOS HOUSING AUTHORITY RESIDENT SERVICES

Youth Services Coordinator

Job Description - Specific

(last update: 8/7/2008)

The primary duties of the Youth Services Coordinator are:

- Plan and implement innovative activities for youth living in public housing.
- Network effectively within the community to raise awareness of teen issues and to secure outside resources in support of program goals.
- Serve as an advocate/case manager for youth living in public housing.
- Recruit and supervise volunteers and/or contract employees in support of program goals.
- Coordinate and/or provide transportation for youth activities.
- Coordinate the on-going implementation of the Kid's Café meal program.
- Oversee after-school activities at three Resident Services Centers.

I have read and understand the job description above.

Signature of employee: _____

Date: _____