



Lost-N-Found Youth Job Description

Job title: Outreach Coordinator	
Work Location: Youth Center	
Division/Department: Programs	
Reports to: Director of Programs	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<p>Responsible for identifying and reaching out to homeless, runaway and exploited youth on the streets as well as through contact with other service providers. Outreach is done through in targeted areas in Atlanta. The Outreach Coordinator works directly with outreach volunteers and youth to support Lost-n-Found's outreach efforts. In addition, Outreach Coordinator assists in crisis intervention on the streets and referral work with those needing services and to advocate on their behalf.</p> <p>Essential Duties:</p> <ul style="list-style-type: none">• Oversee the Outreach Volunteers• Ensure that LNFY is reaching its target populations of youths on the streets• Provide crisis intervention services to youth on the streets of Atlanta• Collaborate with other service providers in the city• Advocate for youth and make referrals to appropriate services• Maintain outreach materials• Communicate with supervisors regarding any and all outreach crisis situation.• Meet with supervisor for supervision as needed – minimum twice a month.• Experience in managing and coaching volunteers. Conduct trainings with outreach volunteers.• Coordinate outreach and outreach volunteer calendar• Counseling experience working with homeless and runaway adolescents.• Knowledge of this population with issues of abuse, substance abuse, mental health and other general concerns. <p>Ability to:</p> <ul style="list-style-type: none">• establish and maintain an effective working relationship with co-workers, supervisors, representatives of other agencies, and the public• effectively communicate verbally with both internal and external individuals and/or businesses• work sitting, standing, and/or walking a minimum of 8 hours per day/shift.• lift and move items typically weighing 5-35 pounds• drive agency or personal vehicles to transport items and/or persons (valid State of Georgia license required)• Perform all other duties as assigned	
Required Skills and Education	
<ul style="list-style-type: none">• Bachelor's degree or equivalent experience in Human Services, Education, Social Work, or similar field.• 1 year prior relevant work experience	
<i>Lost-n-Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i>	
Print Employee Name:	
Employee signature:	Date: