



Job Description

Summer Youth Program (SYP) - Project Coordinator

This position is a *temporary seasonal position* that will be active during the months of May 2025 to August 2025. This hourly position will have minimal Sick Leave but no other benefits. Hours will vary from 32 hours to 40 hours a week depending on the position. The Summer Youth Program days will be from on average from 8:30 to 4:30 Monday - Friday.

Reports to Summer Youth Supervisor for Programmatic and Operational needs

Reports to Program Managers for Personnel Needs

Essential Duties and Responsibilities

- Supports in implementing a positive and supportive environment and experiences for youth programs (SYP) that fosters growth and development utilizing prescriptive programming concepts.
- Adapts group and individual goals and activities to meet the needs of the clients and group.
- Supports and may conduct program briefing and debriefing sessions with program staff.
- Responsible for completion of all program paperwork in a timely manner, activity reports, pre and post-surveys, program evaluation, and incident reports.
- Creates and maintains program/client files.
- Supports mitigating risks associated with activities and programming by redirecting youth as needed to follow policy and safety briefings as well as role models these behaviors.
- Is compliant with HIPAA standards of documentation.
- Consults with the SYP Program Supervisors and leads, when appropriate and possible, regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems, and incidents.
- Follows up with the SYP Program Supervisors post-program and relays pertinent information regarding programs.
- Works with the SYP Program Supervisors and SYP lead staff to implement the Summer Youth Program.
- Ensures that all TMC policies and procedures are adhered to at all times.
- Consults reference materials, manuals, etc.
- All duties as assigned.

Administrative, programmatic and other responsibilities:

- First aid and CPR certification.

Minimum Qualifications

- High school degree, equivalent or higher
- Experience working in group settings as well as with youth
- Excellent time management skills as well as meeting deadlines and excellent communication (written, oral, electronically)
- Clean driving record and valid driver's license with no restrictions (21 years and over)
- Pass a CYFD criminal background check and other background checks

Skills, abilities and experience pertinent to role

- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to communicate in English, both verbally and in writing
- Ability to maintain highly confidential information in a professional manner
- Proficient in Microsoft Office including Word, Outlook, Access and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Solid driving skills; willing and able to use personal vehicle for local travel on Center business; with valid driver's license and proof of insurance
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individuals without regard to race, color, religion, ancestry, national origin, age, sex, spousal affiliation, sexual orientation, gender identity, non-disqualifying physical or mental handicap or disability, or serious medical condition.

Americans with Disabilities Specifications: This position requires long periods of sitting at a desk in front of a computer and on the phone. Strong cognitive and critical thinking skills are necessary in order to support clients and assist them in addressing problems. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time in addition to "think on their feet" and talk extemporaneously in one-to-one meetings and group presentations. Extensive travel, typically by own, insured automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employees must have the ability to frequently and clearly communicate in person and on the telephone in the decibel range and cadence of normal conversation levels.

Work Environment: Normal office environment and requires frequent working outdoors, at times in remote settings, being on uneven grounds, standing, walking, and in varied weather.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator). Frequent use of tools used in building repairs such as; saws, drills, wrenches, screwdrivers, and other hand tools, ability to climb ladders. Other equipment used are ropes, carabiners, and harnesses.

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

Acknowledgments	
Creation Date: June 12, 2020	Revision Date: 04/10/2024
Employee: I have received this job description and acknowledge receipt.	
Signature:	Date:
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature:	Date:

The signed acknowledgment will be sent to Human Resources for inclusion in the personnel file.