

THE CENTER FOR INDIVIDUALS WITH PHYSICAL CHALLENGES POSITION DESCRIPTION

POSITION: Youth Services Program Coordinator

MINIMUM REQUIREMENTS:

- BS in Therapeutic Recreation, Social Work, Psychology or related field
- Two years experience working with youth/individuals with physical disabilities
- Knowledge and experience developing and managing summer and afterschool programs for youth
- CPR and First Aid/AED certification

REPORTS TO: Director of Member Services

GENERAL PURPOSE: To ensure the youth services and programs of The Center further the achievement of the agency's purpose and goals and are congruent with the values of the agency; to ensure programs meet quality standards established by the Board of Directors, Executive Director and Director of Member Services, as well as by regulatory agencies; to ensure program planning and development occur to anticipate emerging needs of youth with physical disabilities.

ESSENTIAL JOB FUNCTIONS AS RELATED TO PROGRAMMING:

- Design and implement a high-quality, high-interest curriculum that teaches youth Members the skills they need to improve their general health, fitness, and stamina; increase their physical and psychosocial ability to recover from or adapt to a physical disability; and learn leisure skills to enhance the quality of their lives.
- Adapt curriculum offerings to ensure youth of all levels of ability/disability, and income levels can enrich their lives, improve their independent functioning, and participate in the life of the community to the greatest extent possible.
- In conjunction with the Director of Member Services, develop and coordinate the program schedule with various staff members to ensure delivery of services and guarantee adequate emergency coverage; recognizing that in the event a staff person is absent, this position serves as primary coverage
- Implement agency policies within programs.
- Administer programs within established budgets.
- Assist with funding proposals and reports as requested.
- Demonstrate professional behavior in working cooperatively as part of a team, initiating ongoing professional learning and skill enhancement, generating ideas for new and enhanced programming, and maintaining client confidentiality.
- Accept responsibility for supervision of youth Members in assigned classes and activities.
- Participate in agency public relations and fundraising as requested by the Executive Director.
- Accept a flexible work schedule requiring evening and weekend hours.
- Transfer Members as needed and assist with personal care as requested.
- Develop mechanisms for on-going program development, incorporating current research, adaptive technology and new learning models and demonstration projects to ensure that The Center continues to meet emerging community needs for youth with physical disabilities.
- Maintain professional affiliation in organizations that support the role of Youth Services Program Coordinator
- Coordinate and supervise volunteers and student interns as assigned
- Assist with communication and outreach to stimulate Center membership recruitment and promotion of the Youth Services Program, specifically as it relates to grant/funding requirements.
- Assume other duties as assigned.

PHYSICAL REQUIREMENTS:

- Move & lift of a minimum of 20 lbs from a shelf at eye level.

- Hold kneeling & squatting position at floor for at least 3 minutes.
- Lift and transport a minimum of 20 lbs as needed.
- Demonstrate stamina to tolerate an 8 hour day of active involvement & extended hours as needed.
- Be able to stand for duration of 1 – 2 hours.
- Ambulate a distance of 200 ft in 3 minutes.
- Lift both legs & arms when seated/standing & hold for at least 35 seconds repeatedly.
- Bend at waist when sitting/standing to touch toe.
- Bend & squat to assist coworker with client transfer as needed.

This is a full-time, exempt, salaried position with full benefits.

To be considered, please submit a cover letter (with desired salary range) and resume to Vickie Holler at vholler@tulsacenter.org, fax to (918) 584-8646 or mail to 815 S Utica Ave, Tulsa OK 74104.