



PARKER COUNTY CENTER OF HOPE

Job Description Youth Engagement Coordinator

Reports to: Director of Development

Job summary: The Youth Engagement Coordinator serves as the lead for youth engagement at Center of Hope, focusing on building strong connections with schools, churches, and the broader community. This role is responsible for strengthening relationships, identifying opportunities to serve youth and families, and expanding community involvement through volunteerism and outreach.

This position requires a high level of initiative, relational engagement, and collaboration, with regular in-person interaction and coordination across staff, volunteers, and community partners.

Essential Functions:

- Leads the development, implementation, and growth of youth-focused initiatives, including Camp Hope, the Ambassador Program, and school-based programs, while building awareness and engagement within the Parker County community
- Camp Hope:
 - Develops age-appropriate curriculum and materials for Camp Hope program
 - Coordinates with local churches to establish Camp Hope sites, fostering partnerships, supporting program delivery, and training volunteers
 - Build community partnerships to increase financial and in-kind donations for Camp Hope
 - Supervises the Camp Hope Assistant, providing guidance, support, and oversight
- Schools:
 - Builds relationships with school leadership to identify student and family needs and connect them to Center of Hope resources
 - Cultivates and strengthens partnerships with schools to increase engagement through presentations and field trips
 - Coordinates and oversees school-based service opportunities and food drives, ensuring meaningful participation and alignment with Center of Hope programs
- Service and Leadership Experience
 - Oversees this student program, guiding student recruitment, curriculum design, and session instruction to foster an understanding of how to serve our community with dignity and respect
- Tracks program participation and outcomes, maintains accurate data in ETO, and completes monthly reports to evaluate effectiveness and impact
- Collaborates with the Development Team to support special events and fundraisers
- Attends and participates in departmental and Center of Hope meetings and professional development activities as directed
- Other responsibilities, as requested by supervisor and/or CEO

Qualifications:

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the US
- Bachelor's degree preferred
- Able to convey a high degree of leadership, commitment, and passion for Center of Hope's mission

- Self-starter who can initiate and complete projects; must maintain a high level of confidentiality
- Excellent written and oral communication skills that are effective with a diverse range of people, including volunteers, staff, donors, potential funding partners, and all constituencies
- Exceptional understanding of philanthropy as it relates to nonprofit organizations
- Able to work independently and as part of a team; detail oriented, well organized, focused, and goal oriented, with a high level of initiative and energy
- Proficient in computer literacy, including Microsoft Office Suite

Work week expectation:

- This is a part-time, non-exempt position of approximately 25 hours per week.
- The work week is Monday-Thursday. Work hours will be flexible with day and evening hours, and occasionally on weekends.
- Time spent representing Center of Hope and/or conducting other Center business away from the main buildings shall be included in the hours of work listed.

Physical requirements of this position:

- Prolonged standing and walking, as well as sitting at a desk and using a computer
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to routinely lift and move boxes, bags, and donated items weighing 15-20 pounds; must follow policies and procedures to receive, move, and distribute heavier items using appropriate equipment and designated safety protocols
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

Employee Signature

Date

Supervisor Signature

Date

The statements in this job description describe the general nature and level of work being performed by the employee. They are not an exhaustive list of responsibilities, duties, or skills required and they do not establish a contract for employment. This job description is subject to change at the discretion of the employer with or without notice.