



**Youth and Community Engagement  
Coordinator**  
Job Description /  
Physical Requirements and Potential Hazards

Supervisor(s): Youth Services Manager	EEOC code:	Effective Date:	Requirements: Professional experience, or bachelor's degree in relevant field. Pass a criminal background check
FSLA Status: Non-Exempt	L & I code: 8	Revision Date: 05/14/2024	
Supervises: N/A	\$19.54/hr + benefits		

Benefits: Medical, vision, dental insurance; life and long-term disability insurance; 403(b) retirement

**POSITION DESCRIPTION:**

Support Jefferson and Clallam County Anchor Community Initiative (ACI) in achieving baseline levels of youth and equitable community engagement. Youth and Community Engagement Coordinator (YCEC) will dedicate part of their time to youth and young adult engagement, and part of their time to outreaching to By/For agencies, specifically LGBTQIA2+ and BIPOC organizations working towards ending youth homelessness. In addition, they will support the youth outreach team through a combination of social media and community outreach.

The Anchor Community Initiative was started by A Way Home Washington (AWHWA) in 2018 with the goal of ending unaccompanied youth and young adult (YYA) homelessness in the communities it is active in. For the ACI, success includes creating clear, believable proof points that demonstrate it is possible to solve this problem; learning what a sustainable system to end youth homelessness looks like; identifying what it takes to end disproportionality for LGBTQIA2+ youth and youth of color alongside ending homelessness for all young people; and generating progress and new action throughout Washington.

**ESSENTIAL JOB FUNCTIONS:**

1. Working towards achieving the ACI “Youth Voice Gold Standard”, including but not limited to:
  - a. Recruitment and engagement of youth & young adults with experience of homelessness or housing instability;
  - b. And supervising the group of young people informing the work otherwise known as the “YAB” or “Youth Action/Advisory Board”.
  - c. Issuing stipend payments to young people participating in ACI work and tracking and reporting those expenditures to the ACI Program Operations Coordinator;
  - d. Ensuring high-quality youth participation in all areas of ACI work;
2. Coordinating and organizing YAB meetings which includes but not limited to:
  - a. Providing food, snacks and other supplies needed for facilitating and engaging young people in meetings;
  - b. Supporting the YAB to identify improvement projects, tracking what YYA come up with, and collaborating with the ACI Coordinator to relay YYA ideas and feedback to the Improvement team;



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3. **Actively working towards recruitment and engagement of By/For agencies working to end youth homelessness, with a specific focus on LGBTQIA2+ and/or BIPOC youth and young adults in the county;**
4. **Prepping and debriefing By/For organizations and YYA who are participating in all areas of ACI work and other Youth Services;**
5. **Regularly connecting with Youth Engagement Coaching Manager and ACI Youth Engagement strategy team to best practice continuous quality and equitable improvement;**
6. **Uplifting the concerns of YYA and By/For organizations for each phase of work;**
7. **Participate in additional Youth Services outreach including but not limited to:**
  - a. **Coordinating Youth Team social media;**
  - b. **Attending youth focused community meetings and/or events;**
  - c. **Fostering collaborative relationships with other community organizations and providers**
8. **Train in and provide trauma informed case management to a small caseload (*less than 5 at a time*).**

**All other duties as assigned.**

**KNOWLEDGE SKILLS AND ABILITIES:**

1. **Recognizes the value that different perspectives and cultures bring to an organization; is sensitive to socio-economic and cultural norms, expectations, and ways of communicating;**
2. **Familiarity with local, state, and national issues related to youth and young adult homelessness, and/or navigational knowledge of youth-serving systems and homelessness in general;**
3. **Highly motivated and willing to participate in program activities and interact effectively with others;**
4. **Ability to work well with people of diverse backgrounds;**
5. **Well-developed verbal and written communication skills;**
6. **Capable of making accurate assessments and referrals for client needs;**
7. **Ability to handle stress when working with people in crisis;**
8. **Ability to work well with a team as well as independently;**
9. **Demonstrated capacity to organize, set priorities, monitor progress towards goals, and track details;**
10. **Ability to manage multiple tasks and competing priorities such as shifting between various responsibilities with diverse stakeholders;**



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- 11. Knowledge of basic computer applications required;
- 12. Trained in trauma informed or any other best practices preferred

**QUALIFICATIONS:**

- 1. Passion for ending homelessness, and belief that it is possible;
- 2. Experience in working with people from diverse cultural, socio-economic, experiential, and/or educational backgrounds;
- 3. Efficient, self-motivated, and a desire to learn;
- 4. Preferred relevant lived experience of homelessness or housing instability -OR- professional experience/bachelor’s degree in the field of , human development, human services, social work, a relevant field;
- 5. Demonstrated professionalism, empathy, good humor, patience, and the ability to handle stress;
- 6. Ability to communicate in a clear, concise, and direct manner with various stakeholder groups.

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 PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
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Sitting		X			
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g., ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers		X			
Grasping with hand, gripping		X			

Lifting/carrying 10-25 pounds					
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling	X				
Work in/exposure to inclement weather	X				



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Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites			X		
Use of hazardous equipment (e.g., guns, chainsaws, explosives)	X				
Work at heights (e.g., towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors	X				
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				



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Exposure to wild/dangerous animals	x				
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Exposure to insect bites or stings	x				
Work/travel in boat/small aircraft	x				
Exposure to aggressive/angry people			x		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date