



Vacancy Announcement

Title: Laura Richardson Houghton Corning Youth Center Program Coordinator (Full-time) 35-40 Hours/Week	
Department: Youth Services	Status: Non-Exempt
Responsible To: Director of Youth & Prevention Services	Hourly Rate: \$18.00/hour

Position Summary:

Family Service Society, Inc. is interviewing for a full-time (35 hours/week) Program Coordinator for the Laura Richardson Houghton Corning Youth Center. A self-motivator with high energy who can work independently and supervise others would be perfect for this role. A good candidate will also have experience working with, recruiting and mobilizing youth of diverse backgrounds. Experience working with high risk youth and their families is a plus. Excellent organizational, interpersonal, written and verbal communication skills with experience developing and directing activities is highly desirable.

Duties include but are not limited to: Participating in program design, planning, administration and monitoring of the CYC to meet the needs of clients, goals of Family Service Society, Inc., and commitments to funding sources. Maintaining appropriate client records. Completing reports as needed. Scheduling and supervision of staff and volunteers to meet program needs. Networking with youth and parents to gain input for program planning and implementation. Making referrals to other organizations and agencies as needed. Networking and maintaining positive working relationships with other youth serving agencies and agencies providing services to the CYC youth. Making community presentations as assigned by Youth Services Director.

Agency Culture for Youth Services Employees:

The Program Aide will receive daily support and regular supervision from the Program Coordinator. Training to provide direct care services and supervisory skill growth is provided. (ie. CPR/First Aid, Youth Mental Health First Aid/Mandated Reporting). Program Aides will also receive staff development to further their skillset and knowledge base.

Family Service Society, Inc. understands the significant amount of energy staff members use to provide the best possible care and programming to at-risk youth in our community. Our agency's culture is to be as flexible as possible to meet staff needs for self-care and training.

Agency Culture for Youth:

Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout our programming and with community partners, as a youth-friendly environment is vital for youth to feel comfortable and safe.

Education and Experience Requirements:

Bachelor's Degree or actively working towards completing degree requirements, and at least two years of experience in human service field is required. Criminal background and State Central Register check conducted. Valid NY State Driver's License and auto insurance which meet agency standards are mandatory. Reliable transportation is required. EOE. The successful candidate must be able to unconditionally serve youth and families who are diverse in their race, culture, religion, economic status, sexual orientation, gender identity, and abilities.

Employment Opportunity Policy:

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Full-time Employee Benefits:

Family Service Society, Inc offers robust benefit options to help you maintain overall health and well-being.:

- Medical – 4 different plans are offered to allow employees to choose the right coverage for them
- Dental
- Vision
- Flex Spending Accounts
- Life Insurance
- Optional Life Insurance
- 401(K) and Matching
- Employee Assistance Program

In additional to these benefits full-time employees are given a generous amount of paid time off.

- Vacation, Sick, Floating Holidays, Personal Time, Bereavement Leave
- 12 Paid Holidays/Year, when they fall on your scheduled work day

Contact Information:

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.

charlanowe@familyservicesociety.org

280 Princeton Ave Ext.

Corning, NY 14830

Our Mission Statement:

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

