

**Family Resource and Youth Services Centers**

**Coordinator Job Profile**

**The following is a FRYSC Coordinator Job Profile summary recommended to be used as a reference by school district personnel and FRYSC Advisory Councils when interviewing and hiring for FRYSC Coordinator positions.   The job profile was originally created through a focus group of high functioning, veteran FRYSC coordinators and has been updated to include current terms and trends.  The role of a FRYSC coordinator is not for everyone.   Included in the profile is a description of the knowledge base, skill set, and personal characteristics that are viewed by veteran FRYSC coordinators as essential to FRYSC success and job satisfaction.**

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| **KNOWLEDGE**  *Knowledge of:*   * Administration * Advocacy * Budget Development/ Recordkeeping * Community/Cultural Awareness * Community Resources and Development * Education System * Family Dynamics * Grant Research and Writing * Human Development * KRS and Related Regulations (including confidentiality) * Outcome Management * Promotional Strategies * Technology * Trauma Informed Care | **SKILLS**  *Skills in:*   * Active Listening * Oral & Written Communication * Assessment and Evaluation * Collaboration * Technology/Social Media Literacy * Conflict Management/ Resolution * Leadership * Maintaining confidentiality * Meeting Management * Multi-tasking * Networking/Relationship Building * Organization * Program Motivation/ Development * Presentation * Problem-solving * Time Management | **TRAITS**   * Assertive * Creative * Detail-oriented * Diplomatic * Empathetic * Flexible * Integrity * Non-judgmental * Objective * Organized * Optimistic * Personable * Resourceful * Respectful * Responsible * Self-motivated |

**A Family Resource and/or Youth Service Center Coordinator refers, provides, and facilitates services for individuals and families through collaboration and coordination to enhance students’ ability to succeed in school and successfully transition into adulthood.**

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| **Duties** | **Tasks** | | | | | | | |
| **Ensure Program Compliance** | Administer funding allocations | Administer components work plan | Maintain required records | Recruit advisory council members | Coordinate advisory council meetings | Compile required reports | Attend mandatory district, regional & state meetings and trainings | Supervise center staff |
| **Coordinate Center Programs** | Conduct needs Assessments | Review relevant data with advisory council | Establish measureable goals & objectives | Identify & obtain community & program resources | Design & implement programs | Evaluate program outcomes based on Standards & Indicators | Evaluate program outcomes |  |
| **Support Students & Families using the Strengthening Families Framework** | Identify student/family needs & strengths | Coordinate/refer families to resources | Provide follow-up | Evaluate service outcomes & growths |  |  |  |  |
| **Build Community Relationships** | Identify existing resources | Establish collaborative relationships | Participate in pertinent interagency partnerships & agreement | Participate in local, regional & state committees, boards and advisory groups | Network with family & community support organizations |  |  |  |
| **Promote Center Awareness** | Develop program/center publications | Media & Technology | Disseminate resource information to home, school, and community | Present at applicable school & community functions | Share relevant data with stakeholders |  |  |  |