

# SANTA BARBARA POLICE ACTIVITIES LEAGUE

## OUTREACH COORDINATOR

### JOB DESCRIPTION

**Job Summary:** Outreach Coordinator develops, implements, & supervises campership activities, tutoring services and other outreach programs at the teen center. Goals include recruitment of new participants, creation and cultivation of new program alliances, and supervision and organizational management of the afterschool tutoring program. **This is a full-time at will position.**

#### **Essential Job Responsibilities:**

##### **Tutoring (year-round) and Campership Alliance (Spring and Summer)**

- Manage day-to-day operations of the programs.
- Develop and meet Program budget goals
- Develop and meet Program goals and objectives
- Develop and maintain a high level of communication and positive relationships with community partners, city officials, parents, teens and office staff. Maintain relationships with collaborative partners and cultivate new ones.
- Attend staff meetings to provide information and updates on the programs.
- Coordinate evaluation process, including surveys of participants, parents, and agencies and submit reports to the Executive Director and Board of Directors
- Work with the Program Director to implement effective marketing, communication, website, social media and press strategies for the Teen Center Programs
- Submit all required documentation on a timely basis, including attendance, permission forms, and schedules
- Work with the Executive Director on basic bookkeeping, including recording A/P and A/R.
- Work with the Executive Director on maintaining the donor data base
- Work with the Executive Director on grant writing, including research grant opportunities and gathering supporting documents.
- Work with the Executive Director to effectively implement and complement donor cultivation and fundraising strategies
- Other assigned duties as required
- **Tutoring Specific**
  - Work with students, tutors, teachers and parents to create cohesive network of support
  - Facilitate regular tutoring meetings and trainings.
  - Develops, creates and distributes teen center educational information.
  - Attend relevant community meetings; participate in relevant councils, roundtables and committees
- **Campership Specific**
  - Recruit and retain Campership Alliance Agencies and program participants – disbursing orientation and registration details to families
  - Coordinates the development of the Campership Alliance brochure
  - Coordinate the transportation schedule

#### **Qualifications:**

- Two years of experience working with teens, developing teen programs, and supervising teen programs.
- Ability to create relationships with teens, inspire others, lead, and achieve mission centered goals.
- Proven understanding of the principles and ideas of recreation in a public setting. Ability to work effectively with diverse parents, students and program staff.
- Demonstrated oral and written communication skills, excellent organizational and administrative abilities.
- Able to implement and supervise a positive learning environment.
- Ability to manage and organize several tasks at a time.
- Knowledge of basic word processing and computer applications such as Microsoft Word and Excel.
- Fingerprint and background check clearance.
- CPR/1st Aid certified – preferred.
- Bilingual in English and Spanish