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### HOPE585 Job Description

<b>JOB TITLE:</b>	Respite Program Coordinator
<b>REPORTS TO:</b>	Manager of Family Services
<b>FLSA STATUS:</b>	Non-Exempt
<b>PAY RATE:</b>	\$20-\$25 Per Hour
<b>TYPICAL SCHEDULE:</b>	10-15 hours, Weekly
<b>SUPERVISES:</b>	N/A

#### JOB SUMMARY

The Respite Program Coordinator at HOPE585 plays a crucial role in providing support and guidance to youth in our community who may be facing various challenges. This position emphasizes building strong connections with the young individuals served by our organization. The Respite Coordinator is responsible for leading shifts in the Saturday Respite Program, which includes comprehensive program planning, managing necessary orders, and ensuring the successful implementation of activities on Saturdays.

<b>Essential Functions:</b>	<b>Percentage Time Spent</b>
<p><b>Shift Leadership</b></p> <ul style="list-style-type: none"> <li>● Plan, organize, and execute the respite program in collaboration with the respite team.</li> <li>● Lead opening and closing shift team huddles to ensure smooth transitions and effective communication.</li> <li>● Accurately document and report important program data to maintain records and track progress.</li> <li>● Facilitate morning social-emotional group discussions to support youth development.</li> <li>● Actively supervise, monitor and engage with youth to ensure their well-being and participation.</li> <li>● Collaborate with team members to identify and prioritize key life skills and beneficial activities for youth, devising strategies for their implementation.</li> <li>● Organize and facilitate group activities or workshops focusing on skill-building, personal development, or recreational pursuits in a supportive environment.</li> <li>● Conduct weekly check-ins with respite team members and report any program needs to the leadership team.</li> <li>● Manage space cleanup and ensure security at the end of each shift.</li> </ul>	<p>70%</p>



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<b>Supervision/ Administrative Duties</b> <ul style="list-style-type: none"><li>● Oversee and monitor attendance, ensuring accurate records and timely submission of end-of-shift reports.</li><li>● Submit detailed weekly and monthly program planning forms.</li><li>● Ensure the completion and accuracy of all incident and shift reports, maintaining compliance with organizational standards.</li><li>● Foster transparent communication with guardians, program staff, volunteers, and stakeholders to optimize program effectiveness and ensure the well-being of youth.</li><li>● Conduct check-ins with youth's guardians and document these interactions for program improvement.</li></ul>	30%
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**Other Duties:**

- Attend trainings to increase knowledge, skills, and abilities

**Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**QUALIFICATIONS:**

- High school diploma required
- Minimum of 3 years of experience in youth programs, recreation, or a related field.
- Must pass a background check.
- Have a strong understanding of Trauma-Informed Care.
- Demonstrate a genuine desire to support youth success.
- Be self-motivated with a positive attitude.
- Show a willingness to learn about youth affected by poverty and Adverse Childhood Experiences (ACEs).
- Be knowledgeable about community resources and assist parents in accessing them.

**Required Knowledge, Skills and Abilities:**

- Ability to work from a strengths-based perspective in motivating youth.
- Demonstrate strong relationship building skills that enhance connection and trust with youth.
- Values working in a diverse environment, serving people with different needs and from different backgrounds.
- Strong commitment to children and families served by the program and to seeing them succeed.
- Ability to communicate in a professional manner.



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- Ability to advocate for others.
- Organizational and time management skills.
- Ability to maintain professional boundaries and handle confidential information.
- Openness to feedback and supervision. Demonstrated ability to work as a member of a team.
- Ability to handle sensitive information and situations in a calm and professional manner.
- Demonstrates ethical behavior and strong work ethic that yield results and fosters a hope-centered workplace.

### **Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office, public-facing, and private residential work environment.
- Regular speaking, hearing, communication with others.
- Ability to stand for extended periods (example: up to 3-4 hours).
- Periodic driving required (example: up to 1.5 hour distance).
- Occasional lifting, up to 25 pounds.

### **HOPE585 Competencies**

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|------------------------------------|-----------------------|
| ● Exceptional Leadership Qualities | ● Interpersonal Savvy |
| ● Action Oriented                  | ● Peer Relationships  |
| ● Ethics and Values                | ● Self-Knowledge      |
| ● Integrity and Trust              | ● Strong Values       |

### **Critical Core Competencies**

**Exceptional Leadership Qualities:** Can give and take redirection, can follow instructions, and give instructions. Can calmly handle conflict apart from emotions. Ability to take charge in difficult situations and anticipate the needs of parents and families. Must be proactive and confident.



**Action Oriented:** Works hard; demonstrates energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

**Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn't misrepresent him/herself for personal gain.

**Interpersonal Savvy:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

**Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

**Self Knowledge:** Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

**Strong Values:** Prioritizes integrity, character, excellence, honor, dignity, and hard work.

**Interested Candidates should email their resume and cover letter to [fphelps@hope585.org](mailto:fphelps@hope585.org)**

**Acknowledgment of Job Description:**

*I acknowledge that I have received and reviewed the job description for the position of Lead Youth Champion. I understand the duties and responsibilities outlined in the description and agree to perform them to the best of my abilities.*

# HOPE 585

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*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_