



JOB DESCRIPTION

Position Title: Teen Leadership Coordinator

Organization: Jewish Family Service of San Diego

Position Type: Half Time, Non Exempt

Standardized Benefits:

Benefits for this position include a 401(k) plan and generous time off

The Mission:

Give back to your community by working with San Diego teens at a local non-profit celebrating over 98 years of community involvement. If you have the energy and creativity to empower today's teens to face the challenges of the 21st century and build their leadership skills all while making a positive difference in our community, then read on!

Become part of a team of superheroes who have an opportunity to to implement an exciting teen leadership curriculum for Girls Give Back and the JFS *Hand Up* Teen Leadership Program. You'll have frequent opportunities to let your own leadership skills shine as a mentor to youth!

Our Girls Give Back Program empowers the next generation of female leaders to create meaningful change in the world around them through leadership, empowerment, and service-learning. Develop fresh ideas to empower teen girls to flex their leadership skills around social-mindedness, critical thinking, healthy self-esteem, and empathy. Teen-selected priority action items include: gender-based violence, and empowerment of girls and equal rights. Talk about **Girl Power!**

Girls Give Back works in tandem with the JFS *Hand Up* Teen Leadership Program where high school students focus leadership development around hunger advocacy issues by running food distributions, coordinating food drives and fundraisers, organizing advocacy and educational activities, and planning special events that support the *Hand Up* Youth Food Pantry.

Our goal is to support teens in developing their own super skills to move into young adulthood, college, and careers smoothly, successfully, and responsibly. Apply today to help build our community's future by leading the next generation!

The Mission:

- Recruits, organizes, and instructs an average of 40 teen leaders in *Hand Up* and Girls Give Back programs.
- Designs and implements teen led initiatives to support programs of JFS including, but not limited to: conducting food drives, coordinating agency volunteers, coordinating fundraisers, giving educational and outreach presentations, and socials.
- Assists with hunger advocacy initiatives including coordination of Hunger Action Day.
- Engages in community outreach activities.
- Develops curriculum focused around alleviating hunger, building teen self-confidence, identity issues, women's issues, privilege, oppression, inclusion, and more.
- Supervises teen-led service projects and/or volunteer opportunities.
- Leads monthly leadership meetings, teen retreats and other events as necessary.
- Plans and implements large fundraising event.
- Adheres to program budgets.
- Collaborates and coordinates with both teen leadership programs and implements joint program activities where appropriate.
- Maintains regular parent correspondence / holds parent education workshops.
- Mentors youth, tracks volunteer hours, provides written letter of recommendations to teen participants.
- Manages facilitation of program fees.

You'll Need:

- A big heart
- Bachelor's Degree in social service and/or educational field, preferred
- Must be available to work some evenings and minimum of one Sunday a month
- 1+ years of experience working with youth, specifically teens
- 1+ years of experience with community organizing and/or education initiatives
- Experience working with the Jewish community, preferred
- Outstanding facilitation and public speaking skills

We'd like you to have:

- Demonstrated knowledge of social services systems
- Demonstrated knowledge of issues impacting women and girls and/or knowledge of social justice topics including: identity, privilege, oppression, and inclusion
- Ability to work independently as well as collaboratively with agency staff, volunteers, and community partners
- Ability to recruit, supervise, and retain volunteers of all ages, particularly youth
- Comfortable working with diverse populations of people
- Experience with curriculum development and lesson planning focused on engaging youth, a plus

- Ability to plan lessons, meetings, events focused on engaging youth
 - Ability to apply common sense and critical thinking to carry out instructions, solve problems and make decisions within scope of authority
 - Comfortable using social media to market programs and events and post program updates
 - Good to excellent written and oral communication skills
 - Working knowledge of database software, internet usage, and social media
 - Proficiency in Word, Excel, PowerPoint, and Outlook
- **An unending desire to smile!** Your positive and enthusiastic attitude will shine a positive light on the Agency and be inspiring to our teen leaders. Great sense of humor, a plus!
 - **A passion for your work and our mission!** A true desire to help better the community by empowering teens and helping the community. Move forward with the JFS team to build a stronger, more resilient San Diego!

Contact Information

To be considered, please email your resume, cover letter (including salary requirement) to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit www.jfssd.org.