
Youth Program Coordinator Resume

Job Objective

To obtain a Youth Program Coordinator in a company that will allow me to grow with the company.

Work Experience:

Youth Program Coordinator, May 2004 – Present
Gulfstream Goodwill Industries, Inc, Kent, WA

- Planned and implemented the policies and procedures for the YES program.
- Ensured that program met the goals and expectations of the funding sources.
- Monitored and validated participant eligibility.
- Reviewed and approved IWRPs and monitored case management by staff.
- Assisted with crisis management and located referral resources as required.
- Reviewed and approved staff timesheets and expense reports.
- Coordinated services with educational institutions to provide academic remediation and occupational and apprenticeship training.
- Interviewed, selected, recommended, hired, trained and supervised assigned staff.

Youth Program Coordinator, March 2002 – April 2004
Exalt Youth, Kent, WA

- Guided program staff and ensured that established program goals are met.
 - Prepared, audited and submitted monthly billing and reports to program management staff.
 - Coordinated monthly meetings with Program Management Staff.
 - Recommended ideas for new contracts and funding sources.
 - Fostered and maintained a positive working relationship with other agencies and funding sources.
 - Ensured program compliance with contracts, grants and accreditation requirements.
 - Ensured all safety rules are complied with and appropriate safety equipment is used.
 - Took action and reported unsafe and potential hazards.
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Summary of Qualifications:

- Experience working as a Program Coordinator
 - Profound knowledge of local labor market and current employment trends
 - Sound knowledge of local youth serving agencies and schools
 - In-depth knowledge of current practices in fields of personnel, training and supervision
 - Extensive knowledge of the laws and regulations concerning employment of youth
 - Proficient with computer systems and Microsoft Office
 - Exceptional ability to establish and maintain rapport with others both inside and outside the organization
 - Immense ability to perform the clerical and administrative
 - Excellent written and oral communication skills
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Education:

Bachelor's Degree in Sociology with Human Services, Cardinal Stritch University, Wisconsin, WI

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