



**Joyce L. Sobel Family Resource Center**  
**476 Market Street**  
**Friday Harbor, Washington 98250**  
**360-378-5246**  
<https://jlsfrc.org>

### **Young Adult Program Coordinator**

The Joyce L. Sobel Family Resource Center is seeking a Young Adult Program Coordinator. This position is 14 hours per week and oversees the primary program that serves young adults with disabilities and their families, ages 17-35, and is responsible for program delivery, supervision and supporting sustainable development through peer to peer supports, community education and leadership opportunities. Preferred candidates will have prior professional experience working with people with disabilities, be familiar with local resources and have strong working knowledge of community outreach and engagement strategies. Join our energetic team in providing high quality programs that make a lasting positive difference in our community.

### **Key Responsibilities**

- Coordination & Facilitation of Young Adult Association of SJ (YAAS!) program:
  - Recruit program participants through appropriate outreach and referral channels
  - Recruit, train, and supervise adult mentors and contracted service providers, using approved processes determined by JLSFRC. Assist with revisions or additions to training, background checks and supervision of the young adult program volunteers or contracted service providers as necessary, in conjunction with JLSFRC Executive Director and Programs Director.
  - Ensure that program activities adequately address vocational, developmental, and social-emotional needs of program participants through ongoing program planning, supervision, and evaluation.
  - Provide guidance, support and encouragement for individual program participants across a broad range of their abilities and social-emotional needs.
  - Maintain a regular calendar of meetings, workshops and/or events for the program offered by JLSFRC.
  - Occasional off-island travel for events 2-3 times per year, including the Annual Retreat.
  - Create/maintain appropriate program forms, documents, enrollment and registration processes as needed.
  - Connect program participants (including family members as appropriate) to additional supportive resources or services both within JLSFRC or via additional agencies, as needs become apparent.
  
- Support of Program Funding and Administrative Needs:
  - Work with JLSFRC Executive Director and Programs Director to establish appropriate program evaluation plan, adhere to data collection requirements per program funding sources and take the lead role in writing program reports as required.
  - Maintain program participant files, program documentation and data entries in timely compliance with agency grant and service contracts.
  - Completion of the National Disability Mentoring Training within the first year of employment.



- Represent JLSFRC YAAS! program within the broader community:
  - Assist Program Director with publicity and outreach
  - Help to coordinate and promote community workshops or educational presentations that further the goals of supporting young people with disabilities in the SJI community.
  - Grow and maintain collaborative, productive relationships with other agencies, programs and services.
  - Represent JLSFRC young adult programs in regional or national trainings, convenings or conferences.

### **Essential Job Requirements:**

1. Bachelor's degree or commensurate professional experience in related field. Strong working knowledge of human development and trauma-informed practice required.
2. Spanish language speaker preferred
3. Experience working with youth/young adults, ages 7-25, and their families in an educational or human services role
4. Experience working with young adults with disabilities, or willingness to train with Partners with Youth with Disabilities
5. Basic computer skills (MS Office Suite)
6. Strong competency in data collection, management and input
7. Facilitation of youth/young adult groups
8. Current driver's license
9. Experience with volunteer programs
10. Comfortable with public speaking/presentations
11. Basic knowledge of trauma informed practice as it relates to working with youth and families
12. Ability to lift and transport program supplies and equipment up to 50 lbs.
13. Ability to successfully pass standard program background checks.

### **Pay Range:**

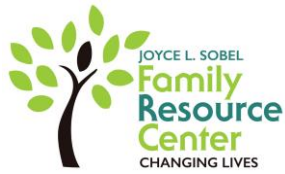
\$28.00 - \$30.00/hour, depending upon experience

### **Benefits:**

- SEP IRA contribution equal to 3% of monthly pay
- Twelve paid holidays per year
- Paid time off (PTO)– annual accrual of 14 days for first 11 months of employment, then determined by length of service
- Paid Family and Medical Leave
- Some benefits start after an initial 90-day probationary period is completed

### **Conditions of Employment**

- Successful candidate must pass a comprehensive post-offer, pre-employment background check



## **Equity Statement**

At JLSFRC, we believe in providing a safe, equitable and inclusive environment. JLSFRC believes that diversity and inclusivity are an integral part of our workplace and our service to the community and as such, we encourage candidates from diverse backgrounds, including communities of color, the LGBTQ+ community, veterans, and people with disabilities to apply.

### ***Interested parties:***

Please submit cover letter and resume to: [jallen@jlsfrc.org](mailto:jallen@jlsfrc.org)