



Activities/ Choices Program Coordinator

Exempt: Yes
Reports to: Director of Programming
Department: Clinical
Salary Level: Determined by CEO
Location: Maricopa County, Arizona

General Description: The Activities/ Choices Program (ACP) Coordinator is a part of StreetLightUSA's clinical working closely with operations, direct care, volunteers, and mentors. The ACP Coordinator is responsible for developing and scheduling daily activities, recreational events/programs, life-skill programs, as well as managing the behavior management/ reward system (Choices Program).

This job requires a someone who is highly motivated, organized, responsive, teamwork/strength-based driven, and most importantly passionate about the mission and work of StreetLightUSA. The ACP Coordinator needs to possess strong independent and team based working dynamics, as well as strong organization and program implementation abilities.

Essential Duties and Responsibilities:

- Develop and maintain relationships with community entities including but not limited to churches, businesses, educational institutions, and youth organizations.
- Plan and coordinate age appropriate activities both on and off site as a monthly activities calendar.
- Coordinate and/or train program personnel (DCS) about scheduled resident activities.
- Maintain collaborative working relationship with Volunteer Manager and development team in order to sustain staffing and financing of youth activities, outings, community memberships, etc.
- Coordinate dietary operations including setting grocery protocols and supervising dietitian activities.
- Ensure compliance of activities in accordance with licensing guidelines.
- Manage Residential Choices Program:
 - Engaging residents in active participation.
 - Working as part of the Welcome Week program.
 - Working with residents and clinical team for promotion, application consideration, and promotional planning.
 - Track Choices Program points.
 - Inventory and stock Choices Store to create age appropriate and well-rounded options.
 - Coordinate with StreetLightUSA In-Kind Donations Coordinator to integrate incoming materials as appropriate with the resident's choices program inventory.



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Qualification Requirements:

- Background cleared of any criminal offenses disqualifying employment (i.e.: Sexual abuse of a minor, first or second-degree murder, sexual assault, sexual exploitation of a minor, felony drug offenses, robbery, dangerous crime against children, etc.)
- Proof of Education (High School Diploma, GED, or College Degree)
- Bachelor's Degree in Social Work or a related field
- Two years of experience in the child welfare or childcare services industry.
- Level One Fingerprint Clearance Card
- Physical Exam clearing work with no restrictions (updated every two (2) years)
- Documentation of clearance from communicable diseases (Tuberculosis- updated annually)
- Valid driver's license and clean driving record.
- Minimum 25 years of age.

Language Skills: Strong written and verbal communication skills and an understanding and implementation of professional and personal boundaries.

Mathematical Skills: Ability to perform necessary calculations for position tasks and review to ensure errors are corrected.

Reasoning Ability: Ability to identify, address, and resolve issues based on reasonable judgement, information collection, and team member partnerships while adhering to StreetLightUSA policy and procedures. Sound judgement needs to be demonstrated if crisis situations arise that ensures the safety of residents and adheres to StreetLightUSA policies.

Physical Demands/Work Environment: The Residential Program Coordinator may be required to occasionally lift and/or move up to 25 pounds and must state on application if there is a weight lift restriction.

The environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EMPLOYEE PRINT NAME

DATE

EMPLOYEE SIGNATURE

HUMAN RESOURCES

DATE

HUMAN RESOURCES SIGNATURE