

Youth Center Coordinators for West Oakland Youth Center

The Mentoring Center is seeking to fill two positions for Youth Center Coordinators for the West Oakland Youth Center (WOYC). The Youth Center Coordinators will be responsible for the day-to-day management of the WOYC facility.

Position Description

I. **Qualifications:**

- At least three years experience with event planning and coordination
- Ability to perform both office administrative functions, including office and site administration. This includes knowledge of office computer programs
- Experience with community engagement in West Oakland
- Detail-oriented and organized
- Experience with youth development
- Commitment to the youth in the West Oakland Community
- At least one of the Youth Center Coordinators will have to be certified through Alameda County for food service.

II. **Duties/Responsibilities:**

- Provide access to the WOYC for daily programs and events
- Monitor and support events and meetings
- Maintain the Event/Rental Calendar
- Communicate with Public Works and other city departments re: building maintenance and repairs
- Respond to requests for events
- Correspond regarding requests for partnerships, ongoing or extended use of space, etc.
- Perform other administrative duties, as required
- Submit weekly calendar to The Mentoring Center
- Order supplies and equipment in accordance with the programmatic needs of the WOYC.
- Attend and participate in staff meetings, trainings and other events as an employee of The Mentoring Center.
- Follow The Mentoring Center's policies and procedures regarding invoicing for expenditures and reporting per The Mentoring Center's contract with the City of Oakland.
- Work with other TMC and WOYC staff/partners to ensure quality program delivery.

These are *part-time* employment positions with The Mentoring Center, for approximately 20 – 25 hours per week, depending on scheduled events and programs. This work will include evenings and weekends. Successful applicants must pass a background check and clearance with the Department of Justice and will be fingerprinted prior to the commencement of employment.

HOW TO APPLY

Interested candidates should email a descriptive cover letter of interest of one page or less, along with three (3) professional references and a resume to:

tmc@mentor.org

Subject line/Attention: West Oakland Youth Center Coordinator

Or mail to:

**The Mentoring Center
672 -13th Street, Suite 200
Oakland, CA 94612**

Incomplete applications will not be reviewed. Please include an email address at which you may be reached.

Please, no faxes or phone calls.

The Mentoring Center is an at-will employer.