**JOB DESCRIPTION FOR: Family Resource/Youth Service Center Coordinator**

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**REPORTS TO:** Assistant Superintendent for Student Services and Support

**QUALIFICATIONS:**

Bachelor’s Degree required; Master’s Degree preferred (preferably in Social Work or related field). Minimum of 5 years work experience in education, counseling or social service field. Administrative experience preferred.

**GENERAL RESPONSIBILITIES:**

Coordinate and direct all functions of the Family Resource/Youth Service Center so as to maximize services to the identified population to be served.

**DUTIES:**

1. Identify all potential sources of services or funding for the FR/YSC.

2. Assess families to determine needs that may be addressed by Center services.

3. Assist eligible families in assessing available federal and state support.

4. Coordinate all Center services for eligible families and youth.

5. Establish and maintain positive working relationships with all federal, state and community agencies/businesses offering available and usable services.

6. Serve as liaison between and among all agencies serving individual students and families.

7. Serve as liaison between individual school site-based decision making council and the Center Advisory Council.

8. Meet and confer on a regularly scheduled basis with the Center’s Advisory Council.

9. Coordinate and direct all paid and volunteer staff.

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**JOB DESCRIPTION FOR: Family Resource/Youth Service Center Coordinator**

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10. Identify and recommend expansion of Center services and/or funding opportunities.

11. Administer all grant funds in accordance with Board of Education policy and procedures.

12. Maintain all records and reports required by law, regulation, Board of Education, or the Superintendent of Schools.

13. After consultation with the Center Advisory Council, formulate recommended policies and procedures for all areas of responsibility.

14. Other FR/YSC duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION July 1, 1991

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

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