**Youth Service Center Advocate**

Reports to – Youth Service Center Coordinator

To assume duties for the full and complete operation of the Center as assigned by the coordinator. Perform various types of record keeping, reports and general office type activities.

**PERFORMANCE RESPONSIBILITIES**

1. Assist the coordinator in services for the YSC by working with community agencies and individuals, the school counselor and the administrative staff
2. Comply with record keeping, evaluation and reporting requirements as directed by the Center coordinator
3. Attend YSC staff trainings
4. Assist in locating affordable childcare for families
5. Make referrals to and assist with after school programs
6. Assist with parent meeting and trainings
7. Make referrals for social services to the appropriate agencies
8. Make referrals for health services to the school health nurse and Gallatin County Health Dept
9. Assist families with basic needs
10. Conduct home visits/contacts including but not limited to the PAT Program
11. Provide and/or assist with direct services to children and families
12. Perform a variety of clerical duties, including typing and record keeping
13. Assist in typing letters, memorandums, bulletins, reports, schedules, newsletters, lists and forms or other materials
14. Assist in maintaining a variety of logs, reports, and files related to the YSC
15. Assist in completing forms, application and other documents
16. Assist in maintaining and updating records, inventories and files
17. Maintain a parent education program for new and expectant parents
18. Communicate with school staff, service providers, students and parents on a regular basis about YSC activities
19. Assist with developing and coordinating volunteer programs
20. Assist with maintaining a community resource directory for parents
21. Assist in operating Center according to by-laws
22. Assist in the development of yearly work plans
23. Any other duties related to the Center as assigned by the coordinator

**PHYSICAL DEMANDS**

Ability to carry and lift boxes, ride buses, drive and make home visits. Attend many evening meetings, ability to work outside and go on field trips in the summer as well.

**MINIMUM QUALIFICATIONS**

1. High School diploma or equivalent required
2. Ability to relate to children, parents, other staff and community
3. Excellent organizational skills and interpersonal skills
4. Knowledge of the community
5. Clerical experience including experience and efficiency with computer and automated office equipment

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: February 22, 2010

Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee