

**Family Resource and Youth Services Centers**

**Coordinator Job Profile**

**The following is a FRYSC Coordinator Job Profile summary recommended to be used as a reference by school district personnel and FRYSC Advisory Councils when interviewing and hiring for FRYSC Coordinator positions.   The job profile was originally created through a focus group of high functioning, veteran FRYSC coordinators and has been updated to include current terms and trends.  The role of a FRYSC coordinator is not for everyone.   Included in the profile is a description of the knowledge base, skill set, and personal characteristics that are viewed by veteran FRYSC coordinators as essential to FRYSC success and job satisfaction.**

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| **KNOWLEDGE***Knowledge of:** Administration
* Advocacy
* Budget Development/ Recordkeeping
* Community/Cultural Awareness
* Community Resources and Development
* Education System
* Family Dynamics
* Grant Research and Writing
* Human Development
* KRS and Related Regulations (including confidentiality)
* Outcome Management
* Promotional Strategies
* Technology
* Trauma Informed Care
 | **SKILLS***Skills in:** Active Listening
* Oral & Written Communication
* Assessment and Evaluation
* Collaboration
* Technology/Social Media Literacy
* Conflict Management/ Resolution
* Leadership
* Maintaining confidentiality
* Meeting Management
* Multi-tasking
* Networking/Relationship Building
* Organization
* Program Motivation/ Development
* Presentation
* Problem-solving
* Time Management
 | **TRAITS*** Assertive
* Creative
* Detail-oriented
* Diplomatic
* Empathetic
* Flexible
* Integrity
* Non-judgmental
* Objective
* Organized
* Optimistic
* Personable
* Resourceful
* Respectful
* Responsible
* Self-motivated
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**A Family Resource and/or Youth Service Center Coordinator refers, provides, and facilitates services for individuals and families through collaboration and coordination to enhance students’ ability to succeed in school and successfully transition into adulthood.**

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| **Duties** | **Tasks** |
| **Ensure Program Compliance** | Administer funding allocations | Administer components work plan | Maintain required records | Recruit advisory council members | Coordinate advisory council meetings | Compile required reports | Attend mandatory district, regional & state meetings and trainings  | Supervise center staff |
| **Coordinate Center Programs** | Conduct needs Assessments  | Review relevant data with advisory council | Establish measureable goals & objectives | Identify & obtain community & program resources | Design & implement programs  | Evaluate program outcomes based on Standards & Indicators | Evaluate program outcomes  |  |
| **Support Students & Families using the Strengthening Families Framework** | Identify student/family needs & strengths  | Coordinate/refer families to resources | Provide follow-up | Evaluate service outcomes & growths  |  |  |  |  |
| **Build Community Relationships** | Identify existing resources | Establish collaborative relationships  | Participate in pertinent interagency partnerships & agreement  | Participate in local, regional & state committees, boards and advisory groups  | Network with family & community support organizations  |  |  |  |
| **Promote Center Awareness** | Develop program/center publications | Media & Technology  | Disseminate resource information to home, school, and community  | Present at applicable school & community functions  | Share relevant data with stakeholders  |  |  |  |