



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.

2019



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



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.

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			

