SHILOH
COMMUNITY DEVELOPMENT CORPORATION

Title: Trenton Junior Chef Assistant Coordinator (Volunteer Position)

The Trenton Junior Chef Program is a new start-up program that is seeking someone who can volunteer 10-15 hours a week.

As an assistant coordinator, candidate will interact with teenagers on a daily basis to ensure that they are working on their action plans. In the summer months, candidate will prepare for each workshop session. Additionally, they will work with agency staff and community agencies to connect youth to academically enriched activities.

Educational requirements to work as a youth program coordinator include a degree in communications, public administration or political sciences – if you have held a job or volunteered in a similar position before, you will be given great consideration. On a typical day as a youth program coordinator, you will perform some or all of the job duties given below:

- Engage young adults into conversation to determine their needs and interests
- Develop trusting relationships with both youth and their families by using an asset-based and trauma-informed approach
- Design, develop and implement dedicated youth programs to meet the varying needs of the youth
- Plan and facilitate all program activities to meet the individual needs of the participants
- Provide literacy intervention materials and resources to members of educational programs
- Assist members in developing social and life skills through positive role modeling and learning activities
- Partner with community organizations to provide enrichment and cultural identity activities
- Coordinate community relations campaigns to promote youth programs

QUALIFICATIONS: Candidate must volunteer for at least three months as funding is not available for this position. Candidate must adhere to a specified schedule. Candidate must have experience, at least three years, with working with teenagers. Candidate will be interviewed by the teens and Director of Workforce Development.

Please submit your resume to lgaleano@shilohcdc.org