



POLICE ATHLETIC LEAGUE OF PHILADELPHIA
Job Description – Youth Support Coordinator

Department: Programs	
Location: Various PAL Centers	
Job Title: Youth Support Coordinator	
Supervisor: PAL Director of Programs	Site Director: Philadelphia Police Officer
Supervises: N/A	
Position Type: <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Occasional nights for events	
Position Schedule: 37 weeks, 25 hours a week to begin October 2022 – June 2023	
Reviewed/Update: Tuesday, October 18, 2022	
GENERAL DESCRIPTION	
<p>PAL is “Cops Helping Kids,” a charitable non-profit organization whose mission is to make a positive difference in the lives of young people and, in doing so, contribute to the overall quality of life in Philadelphia. By providing free educational, athletic, and cultural after-school and summer programs in a safe environment, PAL teaches life skills and provides experiences essential for youth to become successful and productive citizens. All PAL activities are supervised by full-time Philadelphia Police Department officers, providing a unique opportunity for strong and positive relationships among the youth, their communities, and law enforcement.</p>	
SPECIFIC JOB ACCOUNTABILITIES	
<p>The Youth Support Coordinator is responsible for providing support to the PAL Center Director in the provision of daily support to the children/ youth participants, taking daily attendance, meeting with the program managers monthly, and providing feedback regarding the educational, recreational, and enrichment projects in his/her center. The position is additionally responsible for the daily cleaning and organization of the center. Additional responsibilities will include:</p> <ul style="list-style-type: none">• Specific tasks include (but are not limited to): taking daily program attendance, supporting the member registration process, organize incentive programs for sharing academic reports.• Recruit program participants and encourage PAL youth to participate in activities on the annual program schedule• Establish a consistent schedule and routine for participating youth that includes expectations for arrival, independent and/or group study/play, and closing of the daily program, ensuring that youth sign in upon entering the PAL Center• Maintain a healthy and safe environment for learning and provide positive reinforcement• Provide individualized instruction or resources for youth in need of additional support during academic-based activities including homework and computer lab access.• Daily and weekly cleaning activities including bi-weekly gym cleaning, restroom cleaning and wiping of all high-traffic areas daily, and trash removal to the dumpster/ outside container. Cleaning includes making certain there is no trash	



in bathrooms and toilets and sinks are flushed/ cleared. Deep cleaning is to be facilitated by Facilities staff.

- Support the qualitative program evaluations with PAL headquarters staff

QUALIFICATIONS

- Knowledge of basic computer tasks, such as opening and closing programs, restarting computers, printing, etc.; Experience with Microsoft Office applications and basic understanding of computer hardware, such as a mouse, keyboard, printer, storage devices, etc., experience working in a group setting or one on one with youth on academic projects or activities.
- Preferred Skills: Experience with youth service organizations and with socio-economically diverse populations; must be a self-starter with the ability to relate well to others and comfortable providing academic support to youth
- Effective communication skills, responsible, dependable, and organized
- At least 16 years old with required documents (working papers if younger than 18)

APPLICATION AND INTERVIEW PROCESS:

Interested applicants must contact Diana Harris at jwoodsJones@phillypal.org and complete the PAL Staff Application including all required background checks. The PAL Director of Programming will contact qualified candidates to schedule interviews.

The Police Athletic League of Philadelphia (PAL) promotes a culture of inclusion and seeks talented staff from diverse backgrounds. PAL does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status, or any other legally protected factor.