

FLOODWOOD KIDS PLUS COORDINATOR JOB DESCRIPTION

PERSONAL QUALIFICATIONS

Must work well with youth and adults. Ability to work independently with little supervision. Willingness to work flexible hours, including evenings and weekends. Must have good communication skills. Have valid driver's license, good driving record, be 21 years of age, and pass a background investigation.

JOB RESPONSIBILITIES

- A. Provide the connection between Floodwood KIDS PLUS, Community Capacity Building Committee, Fiscal Agent (City of Floodwood) and the Northland Foundation.
- B. Be an advocate for youth.
- C. Develop and maintain relationships with agencies/individuals/service organizations who work with children and youth.
- D. Collaborate with school and community organizations to provide activities and service opportunities for youth.
- E. Plan, coordinate and carry out events for youth on a regular basis.
- F. Publicize and promote KIDS PLUS events through new releases, the Bear Facts, Floodwood Forum, Channel 9, church bulletins, etc.
- G. Provide for adult supervision of all KIDS PLUS events.
- H. Follow mission statement as adopted by the Floodwood KIDS PLUS program.
- I. Assemble and schedule meetings with steering committee, prepare and send mailings.
- J. Coordinate local fund raising efforts to continue and enhance the Floodwood KIDS PLUS program.
- K. Understand and work with a budget. Follow procedures as given by the fiscal agent.
- L. Attend quarterly Northland Foundations meetings for KIDS PLUS coordinators.
- M. Other responsibilities as assigned by the Floodwood KIDS Steering committee.

RESPONSIBLE TO:

Floodwood KIDS PLUS Community Capacity Committee
City of Floodwood (bookkeeping duties only)