



The Deaf and Hard of Hearing Center  
Corpus Christi Area Council for the Deaf  
5151 McArdle Road  
Corpus Christi, Texas 78411-3911

**Youth Program Coordinator**  
**Job Description**

**Job Title: Youth Program Coordinator**

**Classification:** Part-time/Hourly/Non-exempt

**Supervisor:** Executive Director

**Position: Open until filled**

**For more information call 361.993.1154 (V) or 361.288.7076 (VP)**

**Please submit Cover Letter, Resume, and (3) Professional References to Maria Madrigal at [administration@deafhhcenter.org](mailto:administration@deafhhcenter.org).**

**POSITION SUMMARY:**

Under the direction of the Executive Director the Youth Programs Coordinator is responsible for running the day-to-day operations for the Youth Programs. Responsible for volunteers, monitoring children, ensuring a safe environment is maintained at all times, as well as ensuring facilities are prepared prior and are returned to original conditions afterward. Will report proactively to the Executive Director regarding the on-going status of the previously mentioned responsibilities.

Candidate must be proficient in managing events and be able to work independently. American Sign Language is preferred but not required.



#### **DUTIES AND RESPONSIBILITIES:**

1. Maintain open and clear communication with supervisor and other DHHC staff.
2. Maintain good relationships with businesses, organizations, and community members that are involved in Youth Programs.
3. Coordinate with the Event Coordinator and the Executive Director the following Youth programs: Summer Camp, Summer Voyage, and Sign Camp for Kids.
4. Report community attendance, volunteer attendance, total funds raised, total funds spent, and event or program summary to event planner within 4 business days of the event or program ending.
5. Ensure volunteer log is accurate.
6. Ensure volunteer forms are filled out accurately and submit to Event Planner.
7. Perform other duties as assigned or delegated.

#### **QUALIFICATIONS:**

1. Minimum: High school degree with two years of experience working with people who are deaf, hard of hearing, and hearing.
2. Valid Texas Driver's License and proof of insurance.
3. Ability to communicate with people with hearing loss using different communication modes and techniques including fluent American Sign Language.
4. Experience working with Youth.
5. Good telephone and communication skills with consumers, coworkers, and professionals.
6. Able to work with a variety of individuals towards a common goal.
7. Able to manage time wisely to meet deadlines and plan ahead for events/programs.
8. Have reliable transportation for events/programs which require travel outside the home office.
9. Computer skills necessary to maintain spreadsheets and reports.
10. Able to multitask for most effective use in time management tasks and required documentation.

#### **PHYSICAL QUALIFICATIONS:**

1. Preferred ability to lift a minimum of 25 pounds.
2. Preferred ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.



The Deaf and Hard of Hearing Center  
Corpus Christi Area Council for the Deaf  
5151 McArdle Road  
Corpus Christi, Texas 78411-3911

### **BEHAVIORAL EXPECTATIONS:**

1. Customer Service – Enthusiastically interacts with all customers. Assumes personal responsibility for meeting customer needs. Consistently demonstrates a commitment to customer satisfaction.
2. Interpersonal Skills – Is sensitive to the needs, ideas, and feelings of others. Develops and maintains rapport with others. Listens well. Facilitates a group process.
3. Adaptability/flexibility – Demonstrates the ability to change behaviors and plans to meet rapidly changing/competing job demands (new or unusual situations). Receives change in a positive manner. Revises plans to meet changing circumstances.
4. Communication – Clearly and effectively communicates ideas and requests to others. Persuades or influences others through spoken or written communication.
5. Initiative – Starts and completes tasks with minimum of prompting. Willing to make recommendations and assume additional responsibilities.
6. Team Player – Fully participates in maintaining a positive team environment that is conducive to customer satisfaction. Builds trust among co-workers, focusing on accomplishing DHHC and departmental mission and goals.
7. Organized and efficient – Organizes work and uses time efficiently. Takes the initiative to find additional work during slow or downtimes. Recommends innovative ways of doing work more efficiently and effectively.
8. Core Values – Practices DHHC core values.