



The Frederick Center, Inc.  
PO Box 3231, 25 East 2<sup>nd</sup> Street  
Frederick, MD 21705

## **Youth Group Program Coordinator Job Description**

The Frederick Center is the LGBTQ community center of central Maryland. The Frederick Center is seeking a person to manage and oversee the operations of the Youth Group Program.

### **Duties and Responsibilities:**

#### Duties

1. Organize and effectively facilitate weekly meetings.
2. Schedule, consult, and co-facilitate meetings with contracted counselors.
3. Direct adult volunteers at meetings.
4. Handle emergency situations according to policies and procedures.
5. Be an active member of the Youth Services committee as Youth Group liaison.
6. Attend and participate in functions where there is a formal Youth Group presence, as necessary.
7. Maintain policies and operational procedures for the program.
8. Assist in interview and hiring process of contractors, volunteers, and interns.
9. Propose an annual program budget and authorize expenditures in accordance to approved budget.
10. Perform various human resources and administrative duties, including emergency contact sheets, incident reports, and attendee probation management.

#### Responsibilities

1. Plan and research meeting discussion topics and activities.
2. Plan and schedule speakers, including off-site meetings.
3. Arrange for meeting space, food, attendee forms, and any required meeting materials.
4. Provide youth members with assistance in gaining access to resources.
5. Provide safety and support network for youth members in keeping with TFC policies and procedures, both during meetings and reasonably outside of meetings. Make appropriate referrals and assistance contacts.
6. Slate professional consultations for group members as required.
7. Serve as Youth Group liaison to Board of Directors.
8. Network with other local organizations.

### **-- Continues**

[thefrederickcenter.org](http://thefrederickcenter.org) [tfc@thefrederickcenter.org](mailto:tfc@thefrederickcenter.org)

[facebook.com/TheFrederickCenter](https://facebook.com/TheFrederickCenter)

[facebook.com/TheFrederickCenterYouth](https://facebook.com/TheFrederickCenterYouth)

#### ***The Frederick Center***

A 501(c)(3) nonprofit corporation dedicated to support, educate, link, organize, and provide outreach to the Lesbian, Gay, Bisexual, Transgender, and Queer community of central Maryland.



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**Requirements:**

Qualifications

1. Bachelor's Degree in related field.
2. 3-5 years of demonstrated work experience in related field.
3. Experience working with youth.
4. Be approved as a TFC Supervisor of Minors, including a background check.

Knowledge and Skills

1. Thorough knowledge, experience, and skills in the areas of LGBTQ culture, mental health, growth and development, and youth socialization.
2. Strong leadership skills.
3. Effective management, organizational, written and communication skills.
4. High-level proficiency in the technologies youth use.

Functional Requirements

1. Must have access to smartphone or laptop.
2. Ability to lift and move a minimum of 40 pounds.

**Specifics:**

Remuneration

\$75 per facilitated meeting.

Start Date

Immediate. Single position. Application process closed when filled.

Contact

Send cover letter and resume to Maureen Connors at [youthservices@thefrederickcenter.org](mailto:youthservices@thefrederickcenter.org).

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