



Drop-In Coordinator - YES

Strong City Baltimore is a non-profit organization located in Baltimore City whose mission is to build and strengthen neighborhoods and people.

Through the operation of Baltimore's only drop-in center for homeless youth, the Youth Empowered Society (YES) provides urgently-needed direct services to youth experiencing homelessness through trauma-informed peer and ally support; develops the leadership and employment readiness of youth who have experienced homelessness; and partners with youth to advocate for systems change. The Youth Empowered Society (YES), is fiscally sponsored by Strong City Baltimore.

Overview of Position:

YES's Drop-In Coordinator is an integral member of the YES team who provides coordination for the YES Drop-In Center. This is a full-time, 40-hour per week, exempt position with evenings required. The hours for this position are: Mon-Thurs 10:30-6:30pm and Fridays 9am-5pm with occasional morning or evening duties.

Drop-In Support:

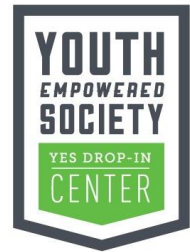
- Serve as a collaborating supervisor during drop-in by maintaining the physical, emotional, psychological, and moral safety of the space
- Provide non-judgmental and consistently kind support to youth, supervise youth during drop-in, and pass out food and supplies
- Ensure the center is clean, supplies are stocked, and youths' needs are met (within reason) by stepping in for other staff, such as the Intern, when they are not available
- Lead a weekly activity for the youth (e.g. a music or exercise activity, etc.). Use the group to engage hard to reach youth in case management activities
- Support case management activities, as requested, by assisting youth to complete applications, research opportunities, connect to community partners, etc.

Ensure Sufficient Drop-In Center/Youth Supplies

- Review drop-in supplies inventory on at least a weekly basis
- Order and pick up from food bank bi-weekly and ensure sufficient food for drop-in through ordering/picking up from other sources as well
- Seek donations from community partners and make and pick up orders to meet our needs (clothing, hygiene products, food, etc.). If drop-in supplies are not available through the food bank and community partners, coordinate with other staff to seek through YES's communication channels
- Seek and pick up furniture for newly housed youth

Manage the front door/desk (during and not during drop-in)

- Meet the needs of youth, welcome visitors and answer the phone (respond to inquiries, taking messages, and direct calls)



Other:

- Work closely with YES's team to study and continually develop our trauma-informed/ resiliency/ strengths-based approach to our work
- Participate in client track data entry
- Complete basic office maintenance (change florescent bulbs, etc.)
- Work with the team to organize and execute Open Houses, fundraisers, youth outings and activities
- Participate in bi-weekly supervision meetings
- Other duties as assigned

Qualifications:

- A bachelor's degree or equivalent work experience
- Desire to support homeless youth and young adults in a fast-paced environment
- Experience working with youth and/or people experiencing homelessness
- Warm, professional manner and strong oral and written communication skills

The starting salary range for this position is \$35,000-\$40,000.

It is the policy of this organization to provide equal opportunity to employment without regard to race, color, religion, national origin, gender, gender identity or expression, sexual preference/orientation, age, or disability. **Individuals who have experienced poverty, especially homelessness, and/or the child welfare system, are strongly encouraged to apply.**

To Apply: Please submit a resume and cover letter and answer the screening questions at <https://gethired.com/a/fffde785-4068-4b0c-9f56-685554f85e2e>. No phone calls, please. Only qualified candidates will be contacted for interviews.