



Title: Program Coordinator of Preventative Services
Classification: Full-Time, Nonexempt, Hourly
Reports to: Program Manager of Preventative Services

THE POSITION

The Program Coordinator is responsible for coordinating and implementing assigned youth development and prevention programs at PRO Youth and Families. This position supports high-quality program delivery, participant engagement, community and school-based implementation, referrals, program documentation, and evaluation activities while ensuring services align with contractual requirements and established program models.

The Program Coordinator works collaboratively with program leadership, monitoring & evaluation, outreach staff, and other internal and external partners to ensure programs are delivered effectively, meet established performance outcomes, and align with PRO Youth and Families' mission.

KEY RESPONSIBILITIES

Program Implementation & Youth Engagement

- Coordinate and facilitate assigned programs at school and community-based sites using approved curricula and program materials, while maintaining program fidelity and utilizing youth-centered, trauma-informed, culturally responsive, and developmentally appropriate practices.
- Support participant outreach, recruitment, registration, enrollment, engagement, and retention in collaboration with program leadership, outreach staff, and community partners.
- Coordinate assigned program schedules, materials, site logistics, and participant needs while monitoring attendance, engagement, progress, dosage, and program completion.
- Participate in required program training, curriculum certification, observations, coaching, technical assistance, and professional development to support high-quality program delivery.

Youth Support & Referrals

- Identify participant needs and connect youth to appropriate community resources and support services using established program referral protocols and approved resource materials.
- Document and track referrals and resource connections and provide appropriate prevention education and resource information within the scope of assigned programs.
- Maintain appropriate professional boundaries and follow established confidentiality, participant safety, escalation, and mandated reporting procedures.

Evaluation, Documentation & Continuous Improvement

- Maintain accurate and timely documentation of participant engagement, attendance, dosage, referrals, program activities, and other required program and contractual information.

- Administer or support required registration, consent/assent, participant surveys, fidelity documentation, and other evaluation activities in accordance with established program protocols.
- Collaborate with program leadership and Monitoring & Evaluation staff to support data quality, performance monitoring, reporting, program fidelity, and continuous quality improvement.
- Provide timely feedback regarding participant engagement, curriculum implementation, site needs, barriers, adaptations, and opportunities for program improvement.

Partnership, Communication & Program Operations

- Establish and maintain positive working relationships with assigned school and community partners and coordinate site-level communication regarding schedules, logistics, participant needs, and program implementation.
- Maintain consistent communication with supervisors and team members through Microsoft Teams, email, calendars, meetings, and established program documentation systems.
- Collaborate across departments and program teams to support organizational goals, program requirements, contractual deliverables, and community-based initiatives, and represent PRO Youth and Families professionally in program and community settings.
- Maintain confidentiality and comply with organizational policies, contractual and grant requirements, applicable privacy and data protection standards, and established program procedures.
- Additional duties and responsibilities as assigned.

QUALIFICATIONS

Education:

- Bachelor's degree from accredited college/university preferred or equivalent experience.

Experience:

- Minimum one year experience facilitating curriculum with youth required.
- Minimum two years of youth engagement experience preferred.
- Experience working in youth development, prevention, behavioral health, education, or community-based programs preferred.

Skills, Abilities & Knowledge:

- Strong interpersonal skills, including empathy, patience, active listening, tact, and diplomacy.
- Effective verbal and written communication skills, with the ability to communicate concepts and information in clear, accessible, and developmentally appropriate ways.
- Strong presentation, group facilitation, and classroom management skills in both in-person and virtual settings.
- Ability to engage and build rapport with diverse youth, school personnel, community partners, and stakeholders.
- Knowledge of youth development, prevention, healthy relationships, wellness, and issues impacting youth.
- Knowledge of youth-centered, trauma-informed, culturally responsive, and developmentally appropriate practices.
- Ability to effectively facilitate approved curricula, activities, workshops, and program materials.

- Strong program coordination, organization, and time-management skills, including the ability to manage multiple programs, cohorts, sites, priorities, and deadlines.
- Ability to support participant outreach, recruitment, enrollment, engagement, retention, and program completion.
- Ability to identify participant needs and follow established referral and resource connection procedures.
- Basic knowledge of program evaluation, data collection, fidelity monitoring, documentation, and outcome measurement.
- Strong critical thinking, problem-solving, and decision-making skills.
- Ability to exercise sound judgment and respond appropriately to participant, site, and program needs.
- Self-directed and proactive, with the ability to initiate and complete work with minimal direction.
- Ability to work effectively both independently and collaboratively within a team environment.
- Ability to develop a strong working knowledge of PRO Youth & Families programs, curricula, resources, and program requirements.
- Strong attention to detail, follow-through, and documentation skills.
- Proficiency in Microsoft Office and other technology platforms used for communication, data collection, documentation, and program implementation.
- Ability to maintain professionalism, appropriate boundaries, discretion, and confidentiality.
- Access to reliable transportation to support program responsibilities.

OTHER REQUIREMENTS

- Capable of providing verification of employment eligibility.
- Upon a conditional offer of employment, the candidate will complete a criminal background check, including California DOJ fingerprint clearance (LiveScan). FBI fingerprint clearance may also be required, depending on program site and partner requirements.
- Possess a Valid California Driver's license.
- Proof of current vehicle insurance.
- Maintain access to reliable transportation to and from a variety of work locations.
- Regular mandated reporter training will be required.
- Mandatory program/job requirement training.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High level of concentration and attention to detail for extended periods of time.
- Ability to communicate effectively using all methods of communication with individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Complex reading and writing skills with the ability to read, proof, and analyze complex documents.
- Ability to see, hear, and talk clearly to receive and give instructions to others.

- Ability to work independently, with others, around others, have verbal contact with others, face-to-face contact with others, and prioritize work and make decisions.
- Occasionally, the employee will be required to perform work out of the office or other facilities.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 25 lbs.
- The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LOCATION AND HOURS

Our typical business hours are Monday through Friday, 8:30am to 5:00pm. This position requires flexibility to meet organizational needs. Availability outside of standard hours, including evenings and weekends, may be required to support operations, events, or urgent matters.

This position is based in our Sacramento offices with an expectation of regular in-person presence to support our team, operations, and program development. Remote or hybrid work arrangements may be approved on an individual basis, aligned with organizational needs and leadership approval.

PRO Youth is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or other characteristic protected by applicable federal, state, or local laws and ordinances. PRO Youth's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.