Job Title	Program Coordinator
Employer/ Agency	Parks Youth Ranch
Job Description	Coordinate, monitor or supervise the programming activities of abused and neglected children; Develops and recommends new or revised program goals and objectives; Assists in preparation of proposals for funding and/or funding continuation from outside sponsors for programming; Coordinates activities with residential staff to ensure optimum efficiency and compliance with organization policies, procedures and specifications; Responsible for assisting in training, recruitment and retention of volunteers who work directly with abused and neglected children; Interacts and maintains liaison with residents, staff and outside/community agencies in facilitating program objectives.
Qualifications	Demonstrate an understanding of successful program coordination and volunteer management, Requires excellent verbal and written communication and advocacy skills, ability to work in a fast paced and changing environment and to handle multiple priorities. Needs to be confident, flexible, organized, and responsible. Should be able to consult, problem solve, and work collaboratively. Bachelor's degree in human services, management, business, social services or three years of experience in program coordination and volunteer management. Competency in office software applications.
Salary/Hours	DOE
Address	11614 FM 361 Richmond, TX 77469
Contact Person	Shannon Bloesch
Contact Title	Executive Director
Telephone Number	832.390.4797
Email Address	smbloesch@parksyouthranch.org
Application Method	Send resume to above email address
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.