



Position Announcement: Youth Programs Coordinator

Bainbridge Artisan Resource Network (BARN) is a community makerspace and learning place for all ages. With new programs developing and existing programs growing, we now have an opening for a Youth Programs Coordinator to oversee programs specifically designed for youth and teens. This is a half-time position through the school year with some evening presence required, and a full time position in the summer.

Reports to: Program Manager

Primary Responsibilities:

- Plan and implement Teen Nights, a free monthly event during the school year for teens in the community.
- Oversee Youth Maker Mondays, an after-school program for youth and teens through the school year.
- Manage BARN's Teen Council, an advisory group of teens that meets monthly to give feedback and ideas for Teen Nights and other youth activities at BARN.
- Oversee Summer Youth Programs, which currently take place over five weeks in July and August.
- Oversee BARN's internship program and manage summer high school interns.
- Work with schools in the community to recruit and support independent study projects or work experiences during the school year.

Additional Responsibilities:

- Monitor youth program enrollment and support marketing efforts, with a particular focus on social media promotion.
- Network with other local organizations that work with youth, and collaborate with community partners on programs that align with BARN's mission.
- Provide training to staff and volunteers in Youth and Vulnerable Adult Protection.
- Develop new program ideas that will meet the evolving needs of the community, based on feedback from youth and parents.
- Support BARN fundraising efforts by providing information about current and potential youth programs for grant applications and reporting.
- Support BARN's efforts towards greater inclusivity and accessibility.

Qualifications:

- Passion for arts and education.
- Bachelor's degree or higher, preferably in a related field of education, arts, or experiential learning.
- Minimum 2 years of experience coordinating programs.
- Minimum 3 years of experience working directly with youth and teens.
- Excellent interpersonal and communications skills..
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills.
- Ability to work on a variety of software as trained.
- Demonstrate BARN's core values that enable teams and individuals to succeed with shared respect and purpose.
- Child safety screening/background check required.
- Must be able to comply with and maintain a smoke-free and drug-free work environment.

Hours: 20 hours per week from September - May, 40 hours per week from June - August.

Salary: \$20 - \$22/hour

To Apply: We will be accepting applications until the position is filled. Please submit the following materials to jessh@bainbridgebarn.org:

- Resume
- Cover letter explaining how your skills and experience meet the needs of this position, and your reason for interest in BARN, specifically
- Contact information (name, email address, phone number and professional connection to you) for three references.

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.