

### **Youth Program Coordinator**

1. Facilitate weekly Saturday afternoon youth groups in Santa Cruz and assist Conexiones Program Coordinator with Watsonville Friday afternoon Youth Group. (4 – Health related Outreach)
2. Positive attitude, where no project is too big or too small and no problem is above or beneath you — not afraid to roll up your sleeves and get your hands dirty (sometimes literally). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal application) (15 & 17 Health related Program Planning and Development)
3. Manage and update program-related social media. (4 – Health related Outreach)
4. Organize events for LGBTQ+ youth in collaboration with Conexiones Coordinator. (4 – Health related Outreach)
5. Conduct regular outreach for The Diversity Center and the Youth Program. (4 – Health related Outreach)
6. Attend and work at key Diversity Center events including our annual Gala, holiday parties, local and regional Pride parades, conferences, and fundraisers. (4 – Health related Outreach)
7. Ensure Youth program is meeting all desired outcomes including improved safety, self-confidence, improved relationships with family, friends, students and teachers, improved mental health skills, stress management skills, and an improved sense of community. (4 – Health related Outreach) (6 – Health related Referral, Coordination and Monitoring)
8. Make referrals to youth and their families as appropriate. (4 – Health related Outreach) (6 – Health related Referral, Coordination and Monitoring)
9. Organize parent engagement/support/educational events for families of LGBTQ+ youth. (4 – Health related Outreach) (6 – Health related Referral, Coordination and Monitoring)
10. Make referrals regarding immediate needs of LGBTQ+ youth. (4 – Health related Outreach) (6 – Health related Referral, Coordination and Monitoring)
11. Develop and maintain strong working relationships with community partners and stakeholders throughout Santa Cruz County. (15,17 – Health related Program Planning and Development)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)