

Evening Reporting Center (ERC) Coordinator YOUTH SERVICES



Isles seeks an Energetic and Responsible individual who enjoys working with youth to serve as Evening Reporting Center (ERC) Coordinator within the Isles Youth Services Division. The ERC is a referral-based alternative to detention for juveniles who are court-involved. The ERC provides constructive and pro-social activities, programming, and support for referred youth to ensure that they do not offend between referral and scheduled court date.

The ERC Coordinator is responsible for planning, directing, and implementing daily evening activities including job readiness and employment training, life skills, service learning, social activities, academic support, one-on-one mentoring, wraparound social service supports, and meals. These activities include building skills in both avoiding criminal involvement and engaging in positive community capacity building. The ERC operates from approximately 3:00pm-7:30pm five days a week with a small (five or fewer) cohort of referred youth.

ESSENTIAL FUNCTIONS:

Service Implementation

- Develops program calendar for the ERC, organizing varied services and activities based on needs and interests of referred youth
- Provides, or arranges for, tutoring and academic support for youth participants
- Identifies useful community resources including guest speakers, locations for community activities, consultants/contractors, etc.
- Creates service-learning activities focused on independent living, community service and volunteerism, youth leadership, and diversity
- Works with Isles staff including the After School Services Coordinator and Isles Youth Institute staff to plan and execute cultural, historical, educational and recreational trips
- Provides transportation to and from the Evening Resource Center for youth participants
- Supervises youth during time at ERC

Program Coordination

- With Youth Services Manager, creates and implements program strategies, operational procedures, policy development, and budget development
- Coordinates and communicates regularly with referral sources, County administrators, and other relevant parties
- Develops and maintains Evening Resource Center policies, procedures, and documentation, including case files, sign-ins, financial records, and incident reports
- Collaborates with others to expand the services available to youth and their families
- Monitors and reports on budget and service deliverables
- Provides individual progress reports upon request from referral source
- Communicates with families, probation officers, prosecutors and public defenders
- Participates in staff training and professional development opportunities

WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a unique *think, learn and do, community-focused setting*. They bring a commitment to supporting and empowering better outcomes in education, employment, violence reduction, leadership, civic engagement, and family support as an agent for lifelong change for youth, their families, and the community.

MINIMUM QUALIFICATIONS:

- Experience in human services, social work, counseling or related field
- One year work experience with at-risk urban youth and familiarity with their problems
- Knowledge of community resources available to youth
- Knowledge of principles and techniques of conducting interviews and acquiring information for students who need social services
- Excellent organizational skills and attention to detail, including following directions, maintaining case notes and records, filling out forms and applications
- Ability to work independently and collegially in a fast-paced, goal-oriented environment

Evening Reporting Center (ERC) Coordinator YOUTH SERVICES



- Ability to work cooperatively with colleagues
- Strong written and oral communication skills
- Experience and cultural competency working with individuals and families from varied experiences and backgrounds
- Comfort using office technology including a desktop computer, student database, copier/printer, and large volume of email messages
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Valid NJ driver's License in good standing with insurable driving record
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Bilingual in Spanish and English strongly preferred

ABOUT ISLES YOUTH SERVICES:

Isles Youth Services provides constructive and supportive after-school and evening social and cultural programming for youth ages 14-24 that builds leadership skills, affirms youth's pride in themselves and their communities, and promotes non-violent conflict resolution strategies. These programs promote economic empowerment through education, job training, and community development while exposing youth to leadership, problem solving, violence prevention, civic engagement and other services that improve health, success, and quality of life outcomes. Closely connected to Isles Youth Institute, Isles Youth Services is a key component to Isles' broader violence prevention work, as we seek to provide a range of alternative activities and pathways to positively engage and impact Trenton's youth.

ABOUT ISLES:

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 40-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 90 employees, plus a corps of volunteers and an engaged Board of Directors.

Compensation: \$45-50k plus comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy. Interested candidates should submit cover letter and resume to hr@isles.org. Your cover letter should communicate why you're a good fit for this position and what *specific* skills, experiences, talents, and interest you'll bring to the table.