

Job Title: Mobile Hub Outreach Coordinator

Part-time (30hrs./ week)

Job Summary:

The Mobile Hub Coordinator plays a vital role in our Youth and Family Services program, focusing on delivering essential services to at-risk youth and families in the rural parts of Klamath County. This role involves driving out to underserved communities, offering a range of services including WIC, Food Stamps, HUD, emergency food boxes, and organizing physical activities for youth. The Coordinator is responsible for planning, coordinating, and executing mobile outreach programs to ensure the well-being and support of vulnerable populations in remote areas.

Key Responsibilities:

Outreach and Engagement:

- Identify and build relationships with at-risk youth and families in rural areas.
- Conduct regular needs assessments to understand the unique challenges and requirements of the communities served.
- Promote the mobile hub services and activities to the target audience through various communication channels.

Service Delivery:

- Coordinate the distribution of WIC vouchers, Food Stamps, and emergency food boxes to eligible individuals and families.
- Ensure that all services are provided in accordance with state and federal regulations and guidelines.
- Maintain accurate records of service recipients and transactions.

Youth Programs:

- Organize and oversee physical activities, workshops, and educational programs for youth in rural areas.
- Collaborate with local partners, schools, and community organizations to expand program offerings.
- Monitor and evaluate the effectiveness of youth programs and make improvements as needed.

Resource Management:

- Manage inventory and supplies necessary for service delivery.
- Ensure the mobile hub vehicle is well-maintained and equipped for safe travel to remote locations.
- Monitor and report on budget expenditures related to program activities.

Data Collection and Reporting:

- Collect data on the impact of services provided and youth program participation.
- Prepare regular reports on outreach efforts, service utilization, and program outcomes.
- Use data to inform program improvements and adjustments.

Community Collaboration:

- Establish partnerships and maintain positive relationships with local agencies, community leaders, and stakeholders.

- Collaborate with other service providers to ensure a holistic approach to addressing the needs of at-risk youth and families.

Safety and Compliance:

- Adhere to all safety protocols and guidelines when providing services and organizing activities.
- Stay updated on relevant policies, regulations, and best practices.

Qualifications:

- Previous experience in community outreach, social services, or youth programming.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Valid driver's license and 3+ years driving experience
- Knowledge of relevant federal and state regulations governing social services.

Physical Requirements:

- Ability to lift and carry supplies and equipment.
- Comfortable with outdoor and sometimes challenging working conditions.
- Willingness to travel to remote locations within Klamath County.