



PEER GROUP COORDINATOR

Position Title Peer Group Coordinator	Job Code N/A	Status Regular Part-Time – Non-Exempt
Department Programs	Location Administrative Office	
Reports To Program Director	Number of People Supervised None	
Work Schedule 5 hours on 2 nd Saturday of each month, 15-20 hours Monday-Friday as coordinated w/Supervisor	Salary/Wage \$18-22/hr depending on experience	

POSITION PURPOSE

This position is responsible for planning and executing Peer Group activities so that they are engaging, fun, developmentally appropriate, and work towards meeting programmatic outcomes.

Performance Measures- The successful incumbent will produce positive outcomes in the following areas: Peer Group attendance, Peer Group satisfaction, exposure to new activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Planning Duties:

- Ensure planned activities are developmentally appropriate and engaging
- Secure easily accessible location for all peer group activities
- Develop structured agenda for peer group activities that includes contingencies
- Incorporate therapeutic and outcome focused activities in all peer group sessions
- Send out invitations to all mentors, mentees/caregivers, and volunteers and maintain RSVPs
- Coordinate food and snacks for all peer group sessions

Leader Responsibilities:

- Take attendance at all sessions
- Serve as main contact for Peer Group related questions
- Execute agenda to ensure smooth operation of all activities
- Enforce peer group rules and manage behavior
- Conduct assessment at the end of peer group sessions and compile data
- Keep accurate records of all peer group activities and contact information in a database

Other Duties:

- Attend and participate in all agency and department staff meetings
- Assist in maintaining a safe and healthy work environment
- Represent the programs department in agency fundraising activities
- Provide peer group data for grant writing and reporting purposes
- Other duties as assigned

EDUCATION & RELATED WORK EXPERIENCE

- Minimum High School Diploma, some college preferred
- 2 or more years of working with youth, program design and management, and/or social work

SKILLS AND KNOWLEDGE

- Proficiency in technical areas such as Microsoft Office, including Word, Outlook, and Excel
- Strong organizational, planning, and facilitation skills
- Ability to relate well in cross-cultural environments
- Ability to effectively collaborate with other program staff
- Ability to use time effectively
- Ability to focus on details
- Ability to adapt to shifting priorities
- Ability to effectively assess relational support skills including guiding, supporting, confronting, advising, negotiating, and coaching
- Ability to critically collect and analyze data and problem solve
- Ability to maintain confidentiality throughout daily operations
- Ability to accurately document data and information in writing

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- Routine office environment and off-site activities for peer group sessions
- Work hours and work location flexible to meet customer and agency needs
- Must pass criminal, child protection, and sexual registry background checks including a health and TB screening
- Access to a reliable vehicle preferred

CORE COMPETENCIES

- **Attention to Detail-** Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date.
- **Customer Focus-** Able to build rapport with customers, listening and responding effectively and efficiently to meet their needs; identify unexpressed customer needs and potential products/services to meet those needs; prioritize work in alignment with the needs of the customer; use customer knowledge and feedback to improve own work results; provide a welcoming and inclusive experience for all with diverse perspectives, talents, backgrounds and/or styles.
- **Flexibility & Achieving Change-** Able to positively deal with changes that affect job requirements; adapt to shifting priorities in response to the needs of internal and external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; support organizational change.
- **Resilience & Response to Challenges-** Able to interpret situations and information objectively when stressed; remain calm and professional in potentially difficult or emotionally charged interpersonal interactions; maintain high productivity in stressful situations; maintain high performance in the face of setbacks or changing circumstances; view failures objectively and rebound quickly; work to clarify situations where information or objectives are ambiguous.
- **Communication - Verbal and Written-** Able to practice active and attentive listening skills to verify understanding; adapt communication content and delivery to individual needs; proactively inform others about developments relevant to the team; openly and diplomatically express opinion, even when different from that of others; translate what is heard, observed or assessed into documentation that is accurate, concise, and clearly communicates key information to others with a need to know.
- **Decisiveness & Judgment-** Able to demonstrate good and ethical judgment in routine, day-to-day decisions; independently make decisions and take action, even in non-routine situations; consider impact of various options when making decisions; use good judgment in deciding whether to make a decision or escalate it to a supervisor for additional consultation; use an awareness of formal and informal decision-making channels to achieve desired results.
- **Gets Results-** Able to demonstrate high personal work standards and a sense of urgency about results; do everything possible to meet goals and deadlines without sacrificing quality; persist in the face of changing circumstances; accept responsibility for the outcomes of his/her own work.
- **Planning & Organizing-** Able to create detailed work plans; balance the need for adequate planning with the need for action; avoid wasting time on tasks that yield low value; use resources efficiently; create and monitor measures to chart the progress and impact of assignments.
- **Relationship Building-** Able to deal effectively with people in order to get work accomplished; adjust own interpersonal approach to fit the interpersonal style/needs of others; recognize the impact of one's behavior on others; build a network of internal and external contacts to meet job responsibilities.
- **Problem Solving & Analysis-** Able to gather appropriate data and diagnose the cause of a problem before taking action; separate causes from symptoms; apply lessons learned from others who encountered similar problems or

challenges; anticipate problems and develop contingency plans to deal with them; develop and evaluate alternative courses of action.

- **Open Communication-** Able to use active and attentive listening to confirm understanding; coach others through the use of reflective questioning; personalize communication content and delivery to fit different perspectives, backgrounds or styles of audience; document information about matches clearly and concisely in order to keep records accurate and up to date.
- **Valuing Diversity-** Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about his/her own behavior that might be perceived as biased.

Equal Employment Opportunity

BEST Kids provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability or any other protected class recognized by Federal or State law.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The following statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BEST Kids may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: 1/7/14	Revision Date: 5/16/2019
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date: