



teen action & support center

610 E Emma St. Suite B, Springdale, AR
479.636.TASC (8272) | tascnwa.org

Inservice Coordinator

Part-time, 20 hrs per week

The InService Coordinator is a part-time position that reports to the Director of Youth Support Services. This position is based in our Rogers location but may be in Washington county occasionally. After school hours and some weekends **required** (2 pm-7pm and Saturdays).

Position Summary:

- Mentor and engage teens in community enrichment activities and service to oneself initiatives.
- Conduct “intakes” to walk students through TASC’s online system and familiarize them with other service members, staff, and the facilities, gather required paperwork, and update the system.
- Work directly with students on service projects as scheduled, minimum of 12 hrs a week, including building mentoring relationships with students.
- Update database and activity calendar with programming on time.
- Maintain and update paperwork on each student as needed, including surveys and assessments and documentation about projects, updating the system in a timely and accurate manner.
- Gain awareness of students’ other needs (physical or emotional) while on projects and connect to respective TASC Staff.
- Outreach to engage teens in TASC programming, letting them know what we offer and gathering information about what teens are interested in.
- Present a Service Learning component to all students on projects, including job and life-skill topics and reflective observations.
- If needed, coordinate with Thrive and A&C staff to help facilitate weekly inservice projects.
- Work collaboratively with the Youth Support Services team to help connect with local organizations for weekly InService projects.
- Be at least 15 minutes early (before the time students arrive) to each project to ensure proper drop-off communication with parents and/or stay until each student has been picked up from a project or ensure another staff member is with the student.
- Maintain active relationships with area agencies that will ensure confidence in student performance.
- Provide expense documentation for project supplies.
- Assist in maintaining InService presence on social media.
- Assist the Director of Youth Support Services and Youth Support Services team with other projects as required.
- Travel to and from project sites is necessary.

Skills & Abilities:

- *Passion for and experience working with teens is a must*
- Background checks and driving records are required.
- Ability to communicate effectively and respectfully with teens as well as articulately and professionally with community organizations and colleagues.
- Must manage time efficiently!
- Pursuit of higher education in social services or related fields is desired but not required.
- Experience with Google, Microsoft, and Mac products required and being comfortable with technology.
- Bilingual in Spanish is a plus.

The Teen Action and Support Center is a 501c3 nonprofit organization which offers low-to-no-cost support services to teens and their families. Services include counseling & support groups, mentoring, volunteer service opportunities, innovative programming, and physical resources for teens in need.