**BOOM Youth Development Program Coordinator**

Job Description

Summary

The BOOM Youth Development Program Coordinator is expected to have background experience in youth development work, a passion for youth work, as well as a desire to continue personal development in the field of youth work. He or she must also demonstrate responsibility and discipline in regularly keeping record of attendance, direct contact with participants, and general Facebook posts.

Responsibilities:

* Be trained in youth development work and BOOM facilitator expectations,
* Prior to each weekly session: Modify sessions as necessary, practice the session for a least an hour prior to facilitation, prepare materials, and execute the session, or coordinate and confirm the guest speakers or field trip.
* During the sessions: Engage the youth, note youth participation and energy levels, take pictures, and flexibly adapt the session as needed in order to maximize youth engagement and development.
* After each session: Evaluate each section of the session – what went well and what could be improved - as well as the progress of each of the individual participants and what can be done to continue to support, or improve the support of, participants
* Between sessions:
	+ Spend at least 1 hour of continued personal development/week in the field of youth work,
	+ Research up-to-date resources to provide further support and educate on session topics,
	+ Post 2-4 of these resources on the Facebook page each week,
	+ Post session pictures (where willing participants are tagged) and other relevant youth development material throughout the week (at least once every business day, and once over the weekend,
	+ Update all (attendance, Facebook posts, contacts, etc) reporting records,
	+ Contact individual BOOM participants as needed,
* Support the youth throughout both the development and execution of their service project
* Plan and execute the closing BOOM certificate ceremony

**If interested, please send your questions, letter of interest and CV to recruitments@mladiinfo.eu**

