



## HOMELESS YOUTH COORDINATOR JOB DESCRIPTION

**Position:** Homeless Youth Coordinator  
**Pay:** \$12,700 living stipend  
**Benefits:** \$5,730 education award, health insurance, and child care assistance

The Homeless Youth Coordinator will coordinate multiple community partners in order to address the community-wide goal of ending youth homelessness in Louisville, Kentucky. They will help coordinate community meetings, track the list of homeless youth needing housing, monitor program progress, and refer homeless youth to appropriate community resources:

- Coordinate, plan and notify partners of regular community meetings to coordinate efforts to end youth homelessness;
- Create monthly reports on homeless youth in need of housing and share with community partners;
- Update the list of homeless youth from reports obtained by community partners monthly;
- Monitor progress toward housing, educating and employing homeless youth and share with community partners;
- Share resources for homeless youth with community partners, and
- Help to lead consultants and community in evaluating the needs and priorities of homeless youth in order to target limited resources.

Essential functions:

- Ability to communicate orally and in writing
- Ability to work effectively and interact well with others
- Ability to use a computer and other office machines (telephone, fax machine, copier, calculator, etc.)
- Ability to understand and create reports from Homeless Management Information System to track homeless youth in need
- Access to reliable transportation (some travel may be required)