JOB TITLE: Healing Arts Coordinator

REPORTS TO: Senior Access Center Manager

STATUS: Full Time

ABOUT US

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

ABOUT THE ROLE

A member of the Access Center team, the Healing Arts Coordinator will work at SPY’s Access Center location in Venice to provide services for SPY members experiencing homelessness. The Healing Arts Coordinator will coordinate arts related programming, activities and events, while maintaining a safe and therapeutic art room. The Coordinator will also connect and communicate with SPY youth artists through their own artistic expression and through collaborative art projects.

An exciting aspect of this role will be supporting the restructure of the Access Center’s engagement model into an arts and empowerment center. The ideal candidate will have a strong understanding of direct service to at-risk populations and trauma-informed care. Specific knowledge or experience related to transitional aged youth experiencing homelessness is a plus.

WHAT YOU’LL DO

- With Program Manager, coordinate therapeutic arts based programming and workshops for youth that build their social, emotional and cognitive skills such as building confidence, learning communication skills, understanding impact of actions on others and critical thinking
- Coordinate Healing Arts programming during and outside of drop-in hours
- Communicate and schedule workshops with volunteer facilitators
- Staff art room during open studio, facilitated workshops and programs
- Member engagement and services during drop-in with special attention to connecting
members to other programs and case management support
● Scheduling and calendar coordination
● Equipment, instrument and art supply care
● Data tracking such as attendance and surveys
● Art show and other event support and coordination
● Accept and track Social Enterprise submissions
● Experiential Learning and Field Trip scheduling and staffing
● Arts program related policies and procedures
● Empower youth with positive feedback and guidance to help them learn skills and find resources that will help them grow both personally and professionally
● Other supervisory responsibilities as assigned, such as manager on duty
● Other duties as assigned

WHAT YOU’LL NEED

● A commitment to and passion for the mission, vision, values and culture of SPY
● 2+ years experience in arts based or related field
● 1+ years experience providing direct services to high-risk youth including counseling and advocacy preferred
● Bachelor’s degree in related field or equivalent experience
● Ability to leverage non-traditional resources for the benefit of the organization
● Knowledge of arts based resources for youth
● A willingness to work collaboratively as part of the SPY team and the ability to work harmoniously as part of a diverse workforce
● Strong organizational and administrative skills
● Exceptional attention to detail, as well as strong verbal and written communication skills
● A devotion to ensuring SPY’s sites remain clean, beautiful, and a hopeful place for all who enter
● A self-starter who is prepared to drive innovative solutions for an emerging organization
● An ability to work in a fast paced environment that requires effective collaboration with a variety of organizations and individuals
● Knowledge of trauma-informed care, harm reduction and housing first models
● Must possess great communication and organizational skills
● Working knowledge of Microsoft Office (Word, Excel, PowerPoint, and Microsoft Outlook), and Google Drive (preferred)

BENEFITS & PERKS
Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including a generous 9/80 flex work schedule, weekly meditation/mindfulness, and professional development opportunities that are tailored to your individual career growth.

TO APPLY
Applicants should send a resume and cover letter to Sarah Boehmke at sarahb@safeforplaceyouth.org.
ACKNOWLEDGEMENT:

I acknowledge that I have read and understand this job description. I agree that I can perform the responsibilities and meet the requirements listed in this job description. Furthermore, I understand that the responsibilities of this position may change to meet the needs of the organization.

____________________________________                                      _________________
Employee Signature                                                                             Date

_____________________________________
Employee Supervisor Signature                                                           Date

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.