R.E.C. Room Coordinator Job Description

Mission: Kachemak Bay Family Planning Clinic provides broad access to reproductive health care services and education in a supportive and empowering environment. The R.E.C. Room facilitates healthy relationships, health education and healthy choices for youth in Homer.

KBFPC Core Purpose: Accessible reproductive health services

KBFPC Core Values: Empowering (respectful) Accessible & Inclusive (compassionate) Evidence based (progressive, professional)

Reports to: Youth Program Manager Date: July 2019
Classification: Non-Exempt Status: hours TBD - from $18/hour

Job Summary: Responsible for youth development programming and coordination of teen drop-in center for the R.E.C. Room (youth Resource and Enrichment Co-op) at KBFPC.

Essential Functions or Responsibilities and Duties:
- Welcome, introduce and supervise R.E.C. Room participants and families, presenters and volunteers (adult and peer mentors)
- Participate in design, implementation and evaluation of programming at the R.E.C. Room consistent within mission or organization and youth resource department.
- Maintain space as safe and appropriate by using interventions that keep individual’s integrity intact
- Ability to work within KBFPC team and see the value of the team while also working in a self-directed approach on specific R.E.C. Room projects
- Proactively interact with youth and be present as positive support
- Possess equal ability to move between clerical/structured/routine tasks and youth-centered non-judgmental positive youth development practices
- Maintain a current knowledge of available resources for youth referrals
- Maintain R.E.C. Room facility (cleanliness), technology, and resources such as the lending library, brochures and handouts, bulletin board, etc.
- Maintain, strengthen and widen network with partnering agencies, organizations, schools and community members to increase collaboration in addressing the needs of youth in the community
- Organize and arrange space for any given event

General Information:
The employee must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. KBFPC is an at-will employer.
Qualities for successful employment at KBFPC are:

- strength of character to maintain positive outlook through loud, busy and demanding work environment
- ability to function well as a team member – working collaboratively and effectively with other staff and supervisors
- non-judgmental disposition; ability to set aside one’s personal values in order to provide youth-centered and/or client-centered support
- excellent grasp of the importance of confidentiality, including commitment to respect individual values, privacy and boundaries
- good rapport with people; excellent one-on-one communication skills, including active and reflective listening, ability to make others feel comfortable in stressful situations
- equally comfortable with paperwork and people-work; ability to frequently move back and forth between both at a moment’s notice
- ability to manage multiple interruptions and maintain focus on tasks
- organized, efficient, thorough, quick-thinking, sharp, strong multi-tasking ability
- strong initiative -- able to jump in confidently with minimal training
- comfort with developing new systems and protocols
- Comfort with ambiguity – good instinct as to best practice when making decisions or encountering unfamiliar ideas/situations
- non-defensive and open to feedback, non-territorial
- flexibility to do jobs not always in the official “job description”
- desire to be part of high quality, client-centered, non-profit health care services

KBFPC subscribes to the following beliefs:

All health care should reflect respect for the dignity, worth, confidentiality, autonomy, and individuality of each human being;

- preventative health is the first priority
- individuals have an active part in their health care; and
- HEALTH is to be considered a state of complete physical, mental, and social well-being and not merely the absence of disease. (World Health Organization).