

## Activities Coordinator Job Description

### GETTING OUT AND STAYING OUT (GOSO)

**The Organization:** Getting Out and Staying Out (GOSO) is one of New York City's most effective programs that prevents recidivism among young men involved in the criminal justice system by creating paths to educational achievement, meaningful employment and financial independence. Focusing on each individual's strengths, developmental needs and emotional well-being, our aim is to promote personal, professional and intellectual growth through goal-oriented programming and comprehensive social support services. GOSO's clinically trained social workers and staff take a holistic approach to reentry, job readiness and personal emotional development. In short, we provide the tools to help our clients Get Out and Stay Out.

GOSO also operates Stand Against Violence East Harlem (SAVE), which is part of the nationwide Cure Violence initiative. SAVE's mission is to treat violence in our East Harlem community like a health epidemic, and to prevent the spread of violence by stopping it at its source. Our SAVE staff is comprised of credible messengers and violence interrupters who proactively engage the community to prevent violence and gang involvement through outreach, community events, and mentoring. Visit [www.gosonyc.org](http://www.gosonyc.org) to learn more about GOSO's history, mission and programming.

#### **The Opportunity: Activities Coordinator**

The Activities Coordinator will work with clients and engage them in productive activities in our East Harlem Office. Activities include: ensuring clients attend mandatory workshops, engaging in job search activities, organizing board games, and facilitating lunch prep and clean up, etc.

- Support clients in tasks that allow them to work towards their individualized success plan as outlined by each career manager.
- Develop and facilitate group activities to keep clients motivated and engaged in their educational and professional goals and personal development.
- Responsible for recruiting for client events and trips through outreach, sign ups, and maintaining appropriate signage.
- Assist Senior Director of Client Programs with Client Advisory Board (CAB) and Leaders in Training (LIT) Program- GOSO's efforts to create peer ambassadors.
- Create and maintain a client email list that allows for mass communication when needed.
- Maintain productivity in office common spaces (computer area, kitchen area, tutoring room, vocational room, etc.)
- Check-in with Career Managers on a regular basis to ensure client information is transmitted.
- Occasional recording keeping in Salesforce database.
- All related duties

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#### **Required:**

2 years of experience in youth development, criminal justice, or social services

Experience in and dedication to public service

Excellent creative and oral communication skills

Strong leadership skills and independent worker

Ability to plan and lead activities (on and off-site) for groups of 2-10 clients

Establish and maintain strong boundaries with clients

Competency in all related support skills: Microsoft office and Salesforce database

#### **Preferred:**

- Knowledge of confidentiality and HIPPA regulations
- Criminal justice experience
- Art group experience
- Experience coordinating field trips
- Mentoring experience
- Bilingual – English / Spanish

#### **Personal Attributes:**

- Passionately committed to the GOSO/SAVE mission.
- Exceptional relationship-building and interpersonal skills.
- Exceptional verbal and written communication skills.
- Demonstrates the highest standards of ethics, integrity, respect and humility.

**EDUCATION:** Bachelor's degree or other advanced degree/equivalent preferred or equivalent lived/professional experience

Immediate availability

Reports to the Senior Director of Client Programs

Monday- Friday 9AM-5PM (Some late nights and weekends)

**GOSO/SAVE** is an equal opportunity employer and candidates from historically underrepresented groups and people with lived experience of the criminal justice system are encouraged to apply: all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.