

## **Youth Behavioral Specialist Coordinator**

**Location:** Mount Laurel, NJ

**Company:** Creative Change Counseling, Inc.

**Pay:** From \$47,000.00 per year

### **Job description:**

#### Position Summary:

The Youth Behavioral Specialist Coordinator is responsible for coordinating and supporting the daily operations of the respite program while actively working alongside staff to ensure quality care and supervision of children. This role combines leadership responsibilities with direct, hands-on engagement, including assisting with child transportation, implementing structured activities, and supporting the development of social and behavioral skills in a safe and welcoming environment. The Coordinator also serves as the primary point of contact for families, managing daily communication, scheduling tours, and introducing new parents to the respite program.

#### Key Responsibilities:

- Oversee and coordinate the daily activities and staffing of the respite program.
- Provide hands-on supervision and direct care to children, ensuring safety, engagement, and positive interactions.
- Assist with transportation of children to respite, ensuring safety protocols are followed.
- Lead structured activities that promote socialization, problem-solving, and relationship-building.
- Schedule and conduct tours with prospective families, providing information and guidance about the respite program.
- Introduce new families to the program and ensure a smooth transition for their child(ren).

- Communicate with parents/guardians daily regarding their child's participation, progress, and any concerns.
- Support Youth Behavioral Specialists by providing training, coaching, and real-time guidance during shifts.
- Monitor, document, and report participant progress, behaviors, and incidents to management.
- Ensure compliance with all program policies, behavioral standards, and safety requirements.
- Step in to provide coverage or additional support during busy times or when staff is unavailable.
- Collaborate with management on improving program quality, developing activities, and enhancing staff training.

Schedule:

- Monday–Friday, 11:00 AM – 7:00 PM

Qualifications:

- At least 2 years of experience working with children/youth in a behavioral, educational, or recreational setting.
- Leadership or supervisory experience strongly preferred.
- Strong interpersonal, communication, and organizational skills.
- Ability to remain calm, professional, and solutions-focused in challenging situations.
- CPR/First Aid certification (or willingness to obtain).
- Valid driver's license (required for transportation duties).

Physical Requirements:

- Ability to stand, walk, and actively engage with children for extended periods of time.

- Must be able to lift up to 25 lbs. (moving program supplies, assisting children when needed).
- Ability to bend, kneel, and sit on the floor to interact with children.
- Comfortable participating in physical play and activities with children.
- Ability to safely assist with loading/unloading children during transportation.

Compensation:

- \$45,000 annually (full-time, exempt)

Reports To: Program Manager / Respite Director

Disclaimer Statement: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Job Types: Full-time, Part-time

Work Location: In person