

Youth Education Coordinator

This full-time staff member is responsible for oversight of youth programs to ensure a high-quality classroom culture and the safety and success of students. This position reports to the Director of Children's & Youth Education and collaborates closely with the Youth Education Manager. This role is primarily responsible for overseeing the youth (7th-12th grade) afterschool program during the school year and the 7th and 8th grade summer camp. In addition, this role supports the Youth Education Manager in the planning and implementation of the youth workforce training program.

Job Responsibilities

Youth Afterschool Classroom (7th through 12th grade)

- Plan and present age appropriate and culturally responsive curriculum for middle and high school students
- Provide classroom oversight and management of students and AmeriCorps / part-time classroom staff

GoH GoH Girls (Youth Girls Leadership Program, 7th through 12th grade)

- Create a relevant and culturally responsive curriculum
- Lead the GoH GoH Girls program: run lessons, create rituals, build student engagement, set a positive group culture, effectively communicate with mentors, etc.
- Identify and implement strategies for mentors to participate in a meaningful manner
- Work collaboratively with the GoH GoH Girls Elementary Leader to plan and coordinate the retreat and other annual events

B3X Summer Camp (7th and 8th grade)

- Collaborate with the Director of Children's & Youth Education to design and implement the summer camp
- Develop the summer camp curriculum, calendar, transitions, routines/rituals
- Create and implement a schedule of enrichment activities including field trips
- Oversee the work of part-time staff and AmeriCorps members including creating job responsibilities and setting expectations
- Serve as the classroom leader and provide quality oversight to students

Aspiring Professionals Program (Youth Workforce Training)

- Support the Youth Education Manager in program implementation on Saturdays by ensuring student safety, increasing student engagement, monitoring and correcting behavior, and communicating with instructors as needed
- Become a subject-matter-expert in the program with the ability to handle all aspects of its design and implementation
- Oversee the Soft-Skills & Coaching program
 - Plan and implement the curriculum for the students and mentors, teaching soft skills such as time management, organization, self-awareness, work ethic, communication, etc.
 - Provide training as needed to volunteer coaches and ensure frequent communication and gratitude
 - Oversee all administrative data related to soft-skills such as student reflections, attendance and punctuality, etc. Ensure information is shared with coaches in a timely manner.

- Utilize programmatic data to provide praise and accountability to students on a weekly basis

Other

- Participate in philanthropy, recruitment, and fundraising through note-writing and speaking engagements as needed.

Qualifications

Required:

- Proficiency speaking and writing in English and Spanish
- Minimum 2-years managing high-quality youth programs including program development, youth recruitment, and staff development. Other experience with children's programming may be considered.
- Excellent time-management and organizational skills
- Ability to set and manage multiple priorities
- Proven ability to supervise, manage, and train staff or volunteers
- Excellent communications skills, both written and oral
- Excellent people skills
- Must be able to take initiative, solve problems, and self-motivate to accomplish work
- Proficiency in Microsoft and Google applications

Preferred:

- Bachelor's degree in education, child development, social work or similar field
- Minimum 2-years experience managing a team
- Nonprofit program experience
- Experience working with CRM database such as Salesforce

Work Schedule:

- Full-time position. Weekly schedule may vary based on organization needs and program season.
- School-year hours:
 - Typically 10am-6pm. This position will have one-two later evenings/week, which can be flexed the following morning or Fridays.
 - This position requires September-May Saturday morning work. These hours are typically flexed on Fridays.
- Summer hours:
 - Typically 8am-4pm.

Benefits:

- Health insurance premium paid by WR (BCBS)
- Dental/vision plan available at low cost
- 10 PTO days at employee's discretion, Additional 10 PTO days at the end of the year (office closes for 2 wks.), 9 PTO Holidays
- Option to partner with Wespah Benefits for retirement plans.