



Transforming Parents' Lives. Improving Children's Futures.

## Youth Program Coordinator - PT

### **Summary/objective:**

**This 30-35 hour a week position**

Warren Village's youth program, Kids' Club, provides an opportunity for school-age children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting. Kids' Club is a comprehensive youth development program for resident children ages 6 and older, with a focus on social-emotional development and increasing overall wellness and academic success. Youth Program Coordinator will plan, design and implement Kids' Club activities as directed by the Children's Services Manager and includes direct work and supervision of youth participants. Afternoon and evening hours are required. In addition to program coordination, this position will engage in one-on-one assessment, goal setting, and mentoring with 8-16 youth participants. The Youth Program Coordinator is a part of the Family Services department and works closely with staff, volunteers, parents and children to fulfill the mission of Warren Village.

The Kids' Club Program is a comprehensive youth development program for resident children ages 6 and older. Children engage in hands-on learning and enrichment experiences. Activities and services are centered in six fundamental areas: Social Skills and Personal Development; Education and Academic Achievement; Communication and Expressive Arts; Civics and Leadership; Health and Wellness; and Science and Technology. Helping children to reach their full potential, Kids' Club includes year-round activities during after school and evening hours, as well as a summer enrichment program June-August.

**Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.**

### **Essential Functions and Responsibilities:**

- Intentionally strengthen youth programming in accordance with Warren Village's 2Gen model.
- Design, implement, coordinate and facilitate developmentally appropriate afternoon/evening enrichment activities for Kids' Club youth participants that include social, emotional, intellectual, physical and creative experiences.
- Coordinate and facilitate summer enrichment programming for youth participants ages 9-15.
- Engage in one-on-one assessment, goal setting, and mentoring with a caseload of 8-16 youth participants.
- Oversee Kids' Club program recruitment, enrollment, attendance and participation.
- Responsible for direct supervision and management of a group of children in a safe and caring environment.
- Maintain a structured, clean and organized environment for children.
- Establish supportive, trusting, and positive relationships with children.

- Conduct Kids' Club enrollment meetings with new participants and establish supportive, trusting, and positive relationships with parents.
- Coordinate and manage Kids' Club volunteers.
- Maintain relationships with individual and organizational community partners, and seek to create new partnerships for Kids' Club.
- Communicate effectively and problem solve where necessary with youth and parents.
- Drive participants to and from field trips in a Warren Village vehicle.
- Work collaboratively with supervisor to help develop Kids' Club budget annually.
- Responsible for data collection and entry, daily communication through email and utilization of current technology, Warren Village databases, and Microsoft Office programs.
- Develop outcome measures and evaluation tools to help demonstrate program efficacy and social-emotional growth of Kids' Club participants.

**Competencies:**

- Experience working with children and basic understanding of child development.
- Experience working with low-income, diverse populations is a plus.
- Strong communication and interpersonal skills.
- Ability to listen, respect and incorporate new learning into job.
- Must be able to receive constructive feedback, communicate directly, have a sense of humor, positive outlook, and enjoy working as a part of a team.
- Work environment encourages individual creativity, collaboration, teamwork and professional accountability.
- Technology systems aptitude. Demonstrated proficiency of Microsoft Office products.
- Detail oriented and organized and able to work independently, with accuracy under limited supervision.
- Ability to have a professional working relationships with parents and youth that is empathetic, respectful and non-judgmental.
- Must be committed to Warren Village's mission and culture.

**Minimum Qualifications:**

- Must be 21 years of age.
- Bachelor's Degree (BA) from four-year college or university in Social Work, Human Services or Education (*Education substitute: 2 years of related experience for one year of education.*)

**Required/Preferred education and/or experience:**

- If driving is required, employee must have a valid driver's license and the ability to drive Warren Village vehicles.

**Work Environment:**

Frequently works in outdoor conditions.

**Physical Demands:**

Must be able to sit and stand freely while working with children. The person in this position needs to occasionally work outdoors to complete physical activities with children and inside an office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer as well as outdoors recreational equipment and/or craft activities. Constantly positions self to maintain equipment, including under desks and in gravel/sand. Frequently communications clearly and concisely with children. residents,

staff and volunteers. Must be able to observe children's activities, indoors and outdoors. Occasionally lifts up to 40 Lbs.

**Salary & Benefits:** \$22.00 – 27.00 per hour DOE.

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Comprehensive paid leave plans. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

**To Apply:** Interested candidates should submit the following items (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: **Youth Program Coordinator**

1. Resume
2. Cover letter\*

\*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in cover letter.

***Only applicants selected for an interview will be contacted.***

*The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*