

WHDC Job Description

Job Title: Youth Program Coordinator

Department: Resident Services

Reports To: Family Program Manager

Supervisory Role: No

FLSA Status: Non-exempt

Job Summary

The Youth Programs Coordinator works directly with children and youth living in WHDC low-income, affordable housing properties. This role provides children and youth with holistic support of academic and social development. The Youth Programs Coordinator helps students achieve academic success by assisting in completing homework, reading, and special projects.

Essential Functions

- Plan and implement after-school programs (homework help and academic enrichment) for elementary-school age children
- Plan and coordinate teen programming at three Community Resource Centers (CRCs)
- Implement a teen program for middle and high school age children at Wexford Manor CRCs
- Develop and provide supplemental training to all youth volunteers
- Plan and coordinate supplemental field trips for CRC's
- Develop youth program measurement tools
- Manage daily food bank and strictly adhere to guidelines
- Use positive behavior management techniques (Developmental Assets) and appropriate consequences/behavior modifications to children as needed
- Communicate with children and parents in a positive and supportive manner
- Become familiar with and incorporate Developmental Assets into programs
- Support children in completing homework and ensure they read every afternoon
- Appropriately match youth with volunteer tutors, guides, and social work students
- Partner with organizations and service providers to bring additional enrichment programs
- Support program guests and contractors with behavior management during activities
- Communicate regularly with local schools to support educational development of youth
- Recruit children and youth for after-school, SAT prep, and other programming, ensuring that all registration forms are filled out completely
- Attend staff meetings and training
- Maintain accurate records of program participants (collect and document report card data)
- Maintain confidentiality of all information and documentation
- Support grant funding and reporting by providing data on enrollment and progress of program participants
- Maintain a clean and organized program space
- Be aware of and follow all applicable district, agency, and grant policies and regulations
- Perform other duties as assigned

Required Knowledge, Skills, Abilities

- Attention to detail
- Excellent written and oral communication skills essential
- Bilingual (Spanish, Amharic, Arabic, or another language prevalent in community preferred)

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- Culturally sensitive with an ability to work with a variety of cultures
- Excellent time management and organizational skills
- Proficient with MS Office
- Understanding of child learning best practices

Required Education, Certifications, Licenses, Related Experience

- Bachelor's degree in Social Work, Psychology, or related field
- Master's degree preferred
- Two years of experience working with school-age children, preferably in a group setting (e.g., camp counselor, volunteer at after-school program)

Physical Job Requirements

- This role requires the ability to remain in a stationary (standing and seated) position more than half the time
- This role may need to move about the office(s) less than half the time
- This role requires the ability to operate a motor vehicle less than half the time
- This role may need to kneel, crawl, crouch down less than half the time
- This role must be able to maneuver (lift, move, carry, slide, etc.) 15 – 40 lbs
- This role operates machinery and/or equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time
- This role requires the ability to spend more than half the time viewing computer monitors
- This role is exposed to hazardous chemicals and materials, outdoor weather conditions, and non-climate-controlled workspace(s) less than half the time
- This role must be able to identify and distinguish between colors less than half the time

Travel Requirements

- This role may commute between regional offices/site locations less than 25% of the time within a day
- Anticipated travel will be by car, air, and train

Please send cover letter and resume to HumanResources@whdc.org.

Wesley Housing provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran.