



## Position Description

---

<b>Position Title:</b>	Youth Programs Coordinator
<b>Department:</b>	Youth Programs
<b>Reports To:</b>	Program Director
<b>Mission:</b>	The Youth Programs Coordinator will assist with the achievement of Urban Restoration Enhancement Corporation's youth program participants by supporting UREC's afterschool and summer programs in meeting Louisiana Department of Education 21 <sup>st</sup> Century Community Learning Center academic, youth development, and family engagement goals. A background check will be required.

### **Essential Functions:**

- Support the updates to guidelines, curricula, timelines, policies, procedures and tracking systems, etc. for UREC's youth programs
- Support student recruitment and registration efforts for youth programs, including the creation of corresponding recruitment and registration materials
- Support program orientation process for contract staff and volunteers
- Assist with supervision of contract staff and volunteers
- Support the cultivation of relationships with potential community partners and/or volunteers, and maintain existing ones
  - create volunteer position descriptions and recruit volunteers
  - create volunteer training curriculum and train volunteers
  - design and implement systems to track and manage volunteers assignments and hours
  - support the supervision of volunteers
  - design and implement engagement efforts (e.g., reward celebration) for volunteers
- Provide, as needed, program operations support for the elementary programs
- Provide day-to-day program operations for the high school afterschool institutes
  - ensure safe arrival/dismissal of and overall learning environment for students
  - ensure materials/supplies/room necessary for program are ready and available
  - support management of contract staff, volunteer, and student record keeping (sign-in and out, timesheets, etc.) and associated paperwork
  - work collaboratively with all site personnel to address day to day situations that come up and inform supervisor of any problems
  - encourage student and family involvement by maintaining regular family contact and implementing family engagement activities
- Support the evaluation of UREC's youth programs' effectiveness (e.g., surveys, focus groups, advisory board) and identify areas for improvement

**Minimum Experience, Education, and Licensure:**

- Bachelor’s degree or current college student
- A minimum of two years of experience working with children in a classroom or other youth development setting preferred
- Valid driver’s license

**Minimum Knowledge, Skills and Abilities:**

- Must be punctual and dependable
- Knowledge of or willingness to learn about the operations out-of school time programs
- Strong communication and presentation skills, both written and verbal
- Strong interpersonal skills with demonstrated ability to work well with youth and adults
- Strong teamwork and leadership skills
- Demonstrated problem solving skills
- Excellent organizational, record-keeping, and project management skills
- Knowledge of community resources and how to form collaborative relationships
- Good general computer skills including databases, Word, Excel, Powerpoint and Outlook

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee is exposed to plant and office environment including occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals. The noise level in the work environment is usual.

**Salary:**

\$15/hour

**Hours:**

January 2019 – June 2019 (Exact dates TBD); Mondays – Thursdays, 5 hours/day; The hours of 3:30 pm – 6:30 pm are required; however, the scheduling of the remaining hours is negotiable.

**Contact:**

Please email resume to [info@urecbr.com](mailto:info@urecbr.com)