



# PEOPLE'S EMERGENCY CENTER

*Nurturing Families, Strengthening Neighborhoods, Driving Change.*

## **Coordinator, Out of School Time and Youth Programs**

**Department:** Center for Parenting, Children and Youth Education

**Classification:** Exempt

**Reports to:** Manager, Center for Parenting, Children and Youth Education

### **JOB DESCRIPTION**

#### **Summary:**

The Out of School Time and Youth Programs Coordinator creates, implements and oversees all developmental and out of school time activities for school age youth, grades K-12, as well as youth in PEC's transitional housing.

#### **Essential Duties and Responsibilities:**

- Provide leadership for the Afterschool Program
- Develop and implement all out of school enrichment activities for participants
- Establish and maintain communication with school district personnel regarding student needs
- Assist parents, as needed, in interfacing with school district personnel
- Establish and maintain partnerships with local community based organizations, area colleges, universities and collaborators.
- Based on best practice model(s):
  - Assist youth with life skills development programming
  - Develop and implement age appropriate activities for youth in PEC's transitional housing program
- Monitor student progress and needs, as appropriate
- Initiate and maintain regular communication with parents/guardians regarding student progress
- Meet with parents and case management staff, monthly to discuss student progress
- Organize, and assist, in the development of parent involvement activities
- Provide oral and written reports regarding program participants to CPECE Program Mgr, Case Managers and parents
- Maintain accurate and up to date attendance and afterschool program records
- Monitor Afterschool Program volunteers

#### **Competencies:**

- Working knowledge of effective methods of managing and promoting positive behaviors in children
- Oral and Written Communications
- Initiative
- Reliability
- Composure
- Relationship Building
- Team Skills

### **Required Education and Experience:**

- Bachelor's Degree in Education, Social Work or related discipline
- Demonstrated involvement and commitment to youth
- Understanding of children's developmental ages and stages
- Experience (volunteer/paid) working with children, ages 5-14
- Experience working with "at risk" youth populations
- Demonstrate knowledge of workshop activities and
- Experience teaching enrichment context to children and youth

### **Preferred Education and Experience:**

- Master's Degree in Early Childhood Education

### **Additional Eligibility Qualifications:**

- Demonstrated involvement and commitment to youth
- Understanding of children's developmental ages and stages
- Knowledge of the complexity of poverty and women's homelessness, mental illness, trauma, substance abuse and the impact on children.
- Experience working with youth, in school based afterschool programs

### **Work Environment:**

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

### **Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please send resumes to [kmarell@pec-cares.org](mailto:kmarell@pec-cares.org)