



Job Title: Elementary After-School Youth Worker

Job Description: Provide approximately 50 elementary-aged youth with educational and recreational programming every day after school. Youth workers work closely with lead program staff to plan and implement program activities, supervise participants, and have an opportunity to be a positive influence in the lives of youth.

Responsibilities:

- Assist with the planning and coordination of Elementary age after-school program.
- Provide hands on assistance in the areas of homework, literacy, and recreation clubs; Lead groups of 8-10 youth on a weekly basis.
- Provide active supervision and ensure safety of program participants at all times.
- Demonstrate enthusiasm and a strong work ethic.
- Maintain communication between parents, classroom teachers, and staff daily.
- Maintain records including attendance, data reports, and incident and behavior records.
- Attend mandatory staff meetings and mandatory trainings.
- Assist with opening and closing procedures each day including room set-up and maintaining daily schedules.
- Serve as a positive role model for elementary age youth. Conduct should be respectful, and emphasize appropriate positive values.

Qualifications:

- At least 2 years' experience working with elementary aged children in the areas of academic tutoring and mentoring.
- Ability to work independently with little direct supervision.

- Ability to be flexible and work together as part of a fast paced after-school team.
- Demonstrate ability to problem solve and maintain program expectations.
- Strong communication skills with children, parents, school staff, and co-workers.
- Knowledge of behavior management and conflict resolution skills.
- Appreciation of ethnically diverse populations.
- Bilingual Spanish-speaking skills a plus.
- VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

Hours: 16-18 hours per week

- Monday, 12:45-5:45pm
- Tuesday-Thursday, 2:15-5:45pm
- Friday, 2:15-5:15pm

Wage: \$13.01/hour

Application Deadline: Please email resume and cover letter to davidp@veracourt.org with the subject line: Application for Elementary Youth Worker Position. Qualified applicants will be interviewed on a rolling basis. Additional information about Vera Court Neighborhood Center can be found at www.veracourt.org.