



Job Title: Elementary Program Coordinator

Job Description: The Elementary Program Coordinator coordinates the planning, development and implementation of the Vera Court Neighborhood Center's Elementary Program. The program provides academic, recreational and culturally competent programming to approximately 50 children in 1st-5th grade.

Responsibilities:

Academic Support

- Coordinates and implements after-school and summer camp programs, which includes academic tutoring, enrichment activities, art and crafts, large motor skills games and field trips.
- Identifies, plans and implements age-appropriate curriculum and daily activities.
- Identifies and develops collaborative partnerships with local elementary schools and other community organizations to meet the objectives of the program.
- Responsible for program recruitment, enrollment, daily attendance, program and behavior guidelines, and program reports.
- Provide daily guidance and functional supervision to program staff, volunteers or student interns.
- Maintains open communication with all teachers, parents and guardians of all program participants on at least a weekly basis.
- Assists in training new staff on policies and procedures and facilitates weekly Elementary program staff meetings.
- Ensures all program goals and grant requirements are fulfilled.
- Demonstrates leadership skills and ability to facilitate a positive team environment.
- Demonstrate ability to problem solve and maintain program expectations.

- Responsible for upkeep and purchasing all program supplies while keeping expenses within program budget.

Qualifications:

- At least 2 years' experience as the lead staff coordinating and facilitating youth programs.
- Must be at least 21 years old with a valid drivers license and clean driving record. This position requires daily driving of the centers 15 passenger vans.
- At least 2 years experience supervising staff , interns and volunteers.
- Skilled in building and maintaining relationships with families, schools, and organizations.
- Experience working with children, youth and families in a community setting desired.
- Ability to be flexible and work together as part of a fast paced after-school team.
- Appreciation of ethnically diverse populations.
- Bilingual Spanish/English speaking skills a plus.
- VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

Hours: This is a full-time position with occasional commitments during weekend and evening hours.

Compensation: Salary will be in the range of \$36,000-\$38,000 plus benefits

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