**Vera Court Neighborhood Center**

**Assistant Program Coordinator**

The Assistant Program Coordinator is a major player in ensuring that Vera Court provides effective youth programs in an organized and welcoming environment. Strong candidates will be able to manage a diverse set of responsibilities, present themselves as a positive role model to youth and work with a highly motivated staff in a community setting. This is the ideal position for an individual looking to have a positive impact on participants in an after-school setting.

**Responsibilities**:

1. Directly assist Elementary and MS/HS Program Managers with the planning, coordination and daily facilitation of both the Elementary and Middle School After-School.
2. Provide hands on assistance in the areas of enrichment activities, academics, literacy, active field trips and recreation clubs. Lead groups of 10-12 youth on a weekly basis.
3. Provide active supervision and ensure safety of all program participants.
4. Demonstrate enthusiasm and a strong work ethic.
5. Maintain regular communication between parents, volunteers, community partners and staff.
6. Work in partnership with Program Managers/Coordinators with monthly Family Engagement nights and community engagement events.
7. Maintain records including attendance, data reports, and incident and behavior records.
8. Attend mandatory staff meetings and professional development trainings.
9. Assist with opening and closing procedures each day including room set-up and maintaining daily schedules.
10. Collaborate with Program Manager/Coordinators in problem solving, including but not limited to changes in program schedules, staff shortages, incidents/injuries, behavior management plans, family referral services, etc.
11. Serve as a positive role model for elementary and middle school age youth. Conduct should be respectful, and emphasize appropriate positive values.

**Required Qualifications**:

1. At least 21 years of age with a valid driver’s license and driving record that meets insurability

requirements as defined by the Company’s insurance carrier.

1. At least 4 years’ experience working with youth in an academic or summer camp setting.
2. Ability to work independently with little direct supervision.
3. Ability to be flexible and work together as part of a fast paced out-of-school time team.
4. Demonstrate ability to problem solve and maintain program expectations.
5. Strong communication skills with youth, parents, community partners and co-workers.
6. Knowledge of behavior management and conflict resolution skills.
7. Appreciation of diverse populations.
8. Bilingual Spanish-speaking skills a plus.
9. VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

Wage: $16.50 per hour

Hours: 27-29 hours per week during virtual learning, 20-24 hours when MMSD is back to in-person learning

Schedule: TBD, mostly day time hours

Summer Time hours will differ from school year hours with up to 40 hours per week for 9 weeks (Jun-Aug)

Additional hours may be available.

Interested applicants should email resume and cover letter to gracem@veracourt.org