



Job Title: Life as a Boy Coordinator

Job Description: The Life as a Boy (LAAB) program provides developmentally appropriate learning experiences for 3rd-5th grade boys that enhance and support learning and development through a variety of structured activities and experiences. LAAB builds leadership skills, respect, initiative, cooperation, motivation and other life skills. LAAB provides active field trips, community service events, positive discussions and continued interactions with diverse community mentors who provide unique and valuable insights.

Life as a Boy Responsibilities:

- Coordinate the Life as a Boy (LAAB) program. Includes planning, developing, and facilitating all LAAB activities. Work with Program Director in developing LAAB expectations, outcomes, and long-term planning.
- Plan and implement a variety of recreational and educational projects through own talents and collaborations with community organizations.
- Recruitment of 3rd-5th grade boys to participate in the Life as a Boy program.
- Provide active supervision and ensure safety of all program participants at all times.
- Plan 10 Community Engagement activities per year in partnership with community agencies or mentors.
- Responsible for recruiting a minimum of 12 diverse volunteer mentors per year to provide leadership to activities or field trips or serve as speakers for the group.
- Complete all required paperwork/reporting in a timely matter, including attendance, quarterly reports and incident and behavior records.
- Supervise support staff, interns, and volunteers in program

- Serve as a positive role model for elementary age youth. Conduct should be respectful, and emphasize appropriate positive values.
- Attend all weekly staff meetings (either center wide meetings or one-on-one meeting with supervisor).
- Follow participants' behavior through regular contact with the Vera Court Program Director and Mendota Elementary School staff and administration.
- Maintain regular contact with parents/guardians of participants to discuss participation in program.

Desired Qualifications:

- At least 2 years' experience working with elementary aged children in the areas of academic tutoring and mentoring.
- At least 21 years old with a clean driving record and ability to drive a 15 passenger van.
- 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.
- VCNC is committed to building a culturally diverse faculty and strongly encourages applications from minority candidates.

**Additional Hours Available as an Elementary After-School Youth Worker
(not required in order to apply for the Life as a Boy Coordinator position)**

- The Elementary After School program provides 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.

- Provide hands on assistance in the areas of homework, literacy and recreation clubs and lead groups of 10-12 youth on a weekly basis.
- Provide active supervision and ensure safety of all program participants at all times.

Hours: Average 6-10 hours per week; Thursdays 2:30-5:30pm, Every other Saturday 10:00-2:00pm, 3 hours of on-site planning per week.

Additional Youth Worker hours are Monday 12:30-5:30, Tues, Wed, Fri - 2:30-5:30.
Average 12-14 hrs per week.

Compensation:

\$14.50/hour for Life as Boy Coordinator (6-10 hrs per week)

\$13.01/hour for Youth Worker hours (12-14 hours per week)

How to Apply: Please email resume and cover letter to davidp@veracourt.org with the subject line: Application for Life as a Boy 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.