**Job Title:** Youth Worker

**Job Description:** Provide elementary- and middle school-aged youth with educational and recreational programming 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 after-school enrichment and academic tutoring program or middle school social and emotional programming
* Provide hands on assistance in the areas of homework, literacy, and recreation clubs; Lead groups of 10-12 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 or middle school-aged children in the areas of academic tutoring and mentoring.
* Must be at least 21 years old, as this position requires driving a 15 passenger van to transport youth to educational and recreational field trips
* 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:** 18-20 hours per week for Elementary; 12-14 hours per week for Middle School

Average Elementary Schedule:

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

Average Middle School Schedule:

* Tuesday-Thursday, 5:00pm-8:00pm
* Friday, 4:30pm-9:00pm

**Wage:** $13.01/hour

**Application Deadline:** Reviewing on a rolling basis. Please email cover letter and resume to davidp@veracourt.org with the subject line: Application for Youth Worker. More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org.