



## Youth Programs Lead

**Job Description:** The Youth Programs Lead 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:

- Directly assist Elementary and MS/HS Program Managers with the planning, coordination and daily facilitation of both the Elementary and Middle School After-School.
- 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.
- Provide active supervision and ensure safety of all program participants.
- Demonstrate enthusiasm and a strong work ethic.
- Maintain regular communication between parents, volunteers, community partners and staff.
- Work in partnership with Program Managers/Coordinators with monthly Family Engagement nights and community engagement events.
- Maintain records including attendance, data reports, and incident and behavior records.
- Attend mandatory staff meetings and professional development training.
- Assist with opening and closing procedures each day including room set-up and maintaining daily schedules.
- 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.

- Serve as a positive role model for elementary and middle school age youth. Conduct should be respectful, and emphasize appropriate positive values.

**Desired Qualifications:**

- 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.
- At least 4 years' experience working with youth in an academic or summer camp setting.
- Ability to work independently with little direct supervision.
- Ability to be flexible and work together as part of a fast paced out-of-school time team.
- Demonstrate ability to problem solve and maintain program expectations.
- Strong communication skills with youth, parents, community partners 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:** 27-29 hours per week, potential for more hours during summer camp.

- Monday 1:30pm - 6:00pm
- Tuesday 2:30pm - 8:00pm
- Wednesday 2:30pm - 6:00pm
- Thursday 2:30pm - 8:00pm
- Friday 2:30pm - 9:00pm

**Compensation:** \$17/hour

**Application Deadline:** October 29, 2021. Please send cover letter and resume to Vera Court Neighborhood Center and email to [tomq@veracourt.org](mailto:tomq@veracourt.org) Interviews will take place on a rolling basis until the position is filled.