



Job Announcement

Job Title: Family Center After-School Coordinator
Department: Emergency Services
Reports to: Family Center Manager
Hours: Part-Time, Non-Exempt, 18-22 hours a week; generally Monday-Friday 3-6pm
Starting Wage: \$13.50- 15.32 an hour (*DOE, appointments typically made at the beginning of the range*)
Primary Site: 16015 SE Stark Street, Portland OR 97233

SUMMARY: Since 1988, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them become self-sufficient. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include homelessness prevention, supportive services, employment services, energy assistance and affordable housing.

The Afterschool Coordinator will work with children staying at the Family Center to provide enrichment activities, coordinate field trips, community engagement projects and community service. This position will work specifically with children experiencing poverty and homelessness and support the growth and learning of children while they are out of school. Enrichment activities, field trips and community service will be planned and executed by the Family Center After School Coordinator, and will take into account different learning styles, interests, and developmental stages, through a trauma-informed lens. Family Center After School Coordinator will also be responsible for reporting outcomes as specified in the Portland Children Levy's grant guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Develop, implement and report on afterschool enrichment activities, field trips and community service projects.
- Adhere to funding contract guidelines in determining the types of afterschool activities offered and implemented.
- Support children K-5 in developing the skills they need to be successful in building an inspiring, supportive, and inclusive community at the Family Center.
- Facilitate and plan engaging experiential activities that foster skill-building based on students' skill level, interests and educational standards.
- Utilize student voice in choosing activities and develop activities that appropriately engage and challenge students.
- Promote a safe and positive environment using trauma informed methods to manage group dynamics.
- Facilitate the development of community roles and responsibilities that foster a youth's sense of purpose and belonging in the community.

- Incorporate parents and volunteers, as well as community partners, into program planning.
- Utilize surveys, youth and parent voice, and interest level to report on program progress per contract agreements.
- Track program progress data, utilize progress reports, and enter data about the program as needed.
- Provide oversight, guidance, support, and instruction to volunteers, parents, children-activity subcontractors and shelter staff as needed.
- Plan and execute 22 field trips, 13 community service projects, at 704 hours of enrichment activities per year.
- Create systems of on-going reflection regarding the success of the program, develop systems to make changes and change direction when needed.
- Work with volunteers and community partners to supplement programming.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and /or ability required.

EDUCATION and/or EXPERIENCE

- Must have genuine interest in promoting educational success among disadvantaged children and youth.
- Minimum one-year experience and training working with school age children in an instructional environment. BA preferred but not required.
- Possess a general knowledge base of core elementary and middle school subjects and demonstrate an ability to write lesson plans, use learning targets, and instructional strategies.
- Ability to create developmentally appropriate structure and set expectations.
- Ability to work independently and collaboratively and exercise sound judgment regarding work tasks and responsibilities.
- Communicate openly in a professional manner with students, parents, community partners, and co-workers and maintain confidentiality along with a high degree of integrity.
- Bilingual and multilingual candidates highly encouraged to apply.

ESSENTIAL FUNCTIONS:

- Ability to lift and carry 25 pounds.
- Must pass a criminal background check, have a clean driving record, and insurance if driving van.
- Ability to perform basic administrative tasks, keep detailed records, and work with other community partners to ensure a cleanly and orderly community space.
- Prepare activity materials from lesson plans, and be responsible for the daily set-up and break- down of the program space
- Ability to be punctual and reliable.

- Ability to commit to a full year of programming.

PERSONAL QUALITIES:

- A commitment to and strong belief in Human Solution's Mission and Organizational Values
- An ability to maintain goals and priorities when dealing with varying challenges.
- Able to be flexible in working with people and groups of differing viewpoints.
- A strong dedication to youth development.
- A sense of creativity and enthusiasm.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to high.

TO APPLY

Please send resume with cover letter to and three professional references to: Gissel Gonzalez, Family Center Manager: GGonzalez@humansolutions.org . References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.