

**Site Coordinator**  
**\$14.17 per hour**  
**20 hours per week**  
*(Potential to earn additional \$500 per quarter incentive pay)*

**JOB ANNOUNCEMENT**  
**Human Solutions After-School Program**

**Start Date:** August 2018

**Work Days/Hours:** Typical program hours: Monday-Thursday 1:00-6:00pm

**Compensation & Benefits:** \$14.17 per hour, with potential to earn additional \$500 per quarter incentive pay, paid sick leave and opportunity to contribute to a 401(k) retirement plan with 2% match after 3 months employment.

***Want to help make a difference?*** For 30 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as staff diversity trainings, assessing our equity as an organization and developing an equity lens for our work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

**Summary**

The Human Solutions LearnLinks program is looking for energetic, highly motivated, and creative individuals to work in our summer and after school program at low-income permanent housing complexes in Outer SE Portland (approx. 122<sup>nd</sup> and SE Stark). Our programs foster creative horizon-broadening programming for groups of 12 youth that includes: music, academics, cooking, science, creative art, and more!

**Job Duties:**

- Support students in developing the skills they need to be successful in building an inspiring, supportive, and inclusive community in their apartment complex.
- Facilitate and plan engaging experiential activities that foster academic skill-building based on students' skill level and educational standards.

- Utilize student voice in choosing activities and develop activities that appropriately engage and challenge students.
- Promote a safe and positive classroom 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 into program planning.
- Provide guidance, support, and instruction to volunteer tutors and interns as needed.

**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.

- 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.
- Skill or ability to adapt in structured programming.
- 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.
- Somali, Russian, and/or Spanish skills 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, maintain 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 Homework Club space
- Ability to be punctual and reliable.
- Ability to commit to a full academic year.

**Personal Qualities:**

- A commitment to and strong belief in Human Solution's Mission and Organizational Values
- An ability to maintain goals and priorities when deal 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.

Send cover letter and resume to [abrophy@humansolutions.org](mailto:abrophy@humansolutions.org)