

JOB DESCRIPTION
After School Site Coordinator

Job Title: After School Site Coordinator
Program: LearnLinks
Department: Housing
Work Days/Hours: Typical program hours: 40 hours per week. Monday-Friday 11:00-7:00pm (Tues-Sat for shelter site position)
Compensation: Starting salary \$17.50-\$22.37 hour, DOE; 100% paid medical and dental, AD&D, short and long term disability insurance, holidays and paid leave
FLSA Status: Non-Exempt

Summary

The Human Solutions LearnLinks program is looking for energetic, highly motivated, and creative individuals to work full time in our youth development programming at low-income permanent housing complexes in Outer SE Portland (approx. 122nd and SE Stark). The LearnLinks program fosters creative and horizon-broadening programming for groups of 12 youth that includes: music, academics, cooking, science, creative art, and more.

We are looking for individuals with experience developing age and culturally appropriate curriculum for youth in grades K-8th grade. Individuals will also be responsible for organizing engaging after school programming for youth in K-8th grade Mondays-Thursdays in the community rooms of the apartment complexes where students live. Additionally, individuals will distribute food resources for families in the community.

Job Duties:

- Facilitate after school programming for youth in K-8th grade. 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, Social and Emotional skill building, structured recreation, and English Language Learner development based on students' skill level and educational needs.
- 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.
- Pick up food from Food Pantry and set food backpacks for youth once a week.
- Participate in professional development opportunities and conduct evaluation on student progress.

- Provide guidance, support, and instruction to volunteer tutors and interns as needed.
- Incorporate parents into program planning.
- Conduct ongoing outreach and data entry administration 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.
- 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.
- Excellent verbal and written skills, and ability to multitask and prioritize tasks.
- Familiarity with Quality Youth Programming guidelines a plus.
- 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.
- Somali, Russian, and/or Spanish skills highly encouraged to apply.

Physical Demands

- Ability to lift and carry 25 pounds on a frequent basis.

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.

Send cover letter and resume to tparson@humansolutions.org