



JOB DESCRIPTION

JOB TITLE: After-School Program Coordinator

REPORTS TO: Vice President of Operations

EDUCATION ADMINISTRATOR

The after-school program coordinator will be responsible for planning, organizing, and implementing the after-school program, August – May. Additional opportunities may be available throughout the year, if interested.

RESPONSIBILITIES

- Work with the Learning Center Coordinator on all tasks below
- After-school program runs August 11, 2022 - May 25, 2023
 - 3:00pm- 6:00pm
- Plan, organize, and market the after-school program
- Create daily schedule with activities
- Provide mentorship and tutoring for youth K – 8th grade
- Connect with community organizations for mentors, guest speakers, and activities
- Responsible for after-school program outcome measures
- Develop After-School Program policies in partnership with Learning Center Coordinator and Vice President of Operations
- Work with Assistant Athletic Director and the (CISE) Catholic Inner-City Schools Education program in sharing learning center calendar
- Work with Assistant Athletic Director to organize and run summer camp
- Summer Day Camp runs June- July 8am-4:30pm
- Collaborate with the organizations team in fulfilling other tasks pertinent to the successful growth and development of Friars Club mission and programs
- Attend regular staff meetings
- Part-time position, Monday-Friday 2:30-6:30pm
 - \$14 per hour
 - Exception: Dates below require longer hours: 8am-6pm
 - Nov 28 – Dec 22
 - Dec 27 – Dec 30
 - Jan 3 – Jan 6

QUALIFICATIONS

- Associates Degree required, Bachelors Degree preferred.
Preference in education in one of the following areas. Education, Social Work, Counseling, Psychology, or Business
- Minimum two years' experience working with kids
- Strong problem-solving and leadership skills
- High comfort level working in a diverse environment
- Knowledge of children (ages 4-18) and families
- Community organizing and community collaboration skills
- Ability to work after-school and evening hours
- Self-motivated with ability to work with minimal supervision
- Excellent interpersonal skills and collaborative management style