



## **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 – 8<sup>th</sup> graders
- Connect with community organizations for mentors, guest speakers, and activities
- Responsible for after-school program outcome measures
- Collaborate in development of After-School Program policies
- Work with Assistant Athletic Director and the (CISE) Catholic Inner-City Schools Education program and summer day camp
- 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 or Some College. Bachelor's 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

**Submit Cover Letter & Resume by July 25, 2022** to Sandy Sieben, VP of Operations

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