

Title: Youth Program Coordinator

Reports To: Director of Youth Programs

Job Status: 30 hours per week, Mon.-Thurs., 12:00-6:15pm, Fri. 12:00-5:00pm

Compensation: \$16.00 per hour

PROGRAM SUMMARY

At Providence Center's Power After-School Program, children in grades K-8 build resiliency, learn to make safe and positive choices, and strengthen their motivation and skills to achieve personal goals under the supervision of caring staff. As a dual youth program, our young children are tutored and mentored by paid Teen Leaders from local high schools. Teen Leaders develop professional skills and experience working in the classroom, while receiving support and guidance throughout high school for enrolling in college or taking other steps toward bright futures.

During summer months, Providence Center gears up for the upcoming school year and trains rising Teen Leaders in mentorship, trauma-informed practices, resume writing, interviewing, and more. Teens participate in community service, welcome experienced guest speakers, and take trips throughout the city to experience unique professional development opportunities.

POSITION SUMMARY

The Program Coordinator is responsible for ensuring a safe and supportive environment for children and Teen Leaders to learn and grow and will serve as a vital member of the Providence Center Youth staff team. The Program Coordinator reports directly to, and will receive training and mentorship from, the Director of Youth Programs.

S/he serves as the primary supervisor for Teen Leaders throughout the school year, hiring and training Teens, providing ongoing coaching and mentorship, and conducting formal evaluations. S/he also plans and implements a summer work readiness program for Teen Leaders alongside the Director and Youth Organizer. We are an organization committed to building our Teens' skills as role models and as powerful forces for change within their community. The Program Coordinator will be at the heart of this process, supporting, challenging, and celebrating the growth and achievements of these emerging leaders.

In addition to work with the Teen Leaders, the Program Coordinator plays a vital role in the operation of the Power After-School Program. S/he assists with administrative tasks, supervision of students, event planning, and family engagement. Our work is done with an emphasis on social-emotional learning and trauma-informed, resiliency-focused practices, and the Program Coordinator will work with Youth Programs staff to ensure that these commitments are consistently developed and sustained in our program environment.

MAJOR RESPONSIBILITIES

Teen Leader Program:

- Recruit, hire, train, and supervise a team of 10 Teen Leaders
- Conduct informal and formal evaluations and coaching of Teen Leaders
- Co-develop and implement Teen Leader summer programming and staff training with the Director of Youth Programs, including designing and facilitating workshops
- Collaborate with the Youth Organizer to provide mentorship regarding goal-setting and post-high school planning

Power After-School Program:

- Assist Lead Teachers in picking up K-3 students at Julia de Burgos Elementary School
- Act as substitute in the event of Lead Teacher absence
- Support and coach Teen Leaders in their direct work with students and end-of-day clean up responsibilities
- Provide individual support and guidance to students for positive communication and peaceful conflict resolution skills
- Attend periodic field trips

Planning and Administration:

- Support Director of Youth Programs with organization of events, field trips, clubs, partnerships, guests, and volunteers
- Track inventory and order program supplies
- Communicate frequently with families regarding programming, student records, and any student concerns
- Support Director of Youth Programs with ongoing program evaluation, data entry, and other administrative tasks

Organizational Leadership:

- Serve as a critical member of Providence Center's small, interdependent staff, modeling professional behavior, communication, and flexibility, consistent with the mission and values of the organization
- Offer support and leadership to all Youth Programs staff, including Lead Teachers, Youth Organizer, Teen Leaders, and interns
- Ensure a safe, friendly, and supportive environment for children, youth, and families
- Establish open communication and positive relationships with parents and guardians
- Maintain collaborative relationships with school administrations, support staff, teachers, and community partners

QUALIFICATIONS

Experience:

- Associates degree in Human Services, Education, Early Childhood Education, or an equivalent combination of education and experience (Required)

- One to three years of work experience in a related field, working with K-12 youth (Required)
- Experience educating and supporting children and youth who live in urban areas (Required)
- Demonstrated experience working with high school-age youth strongly preferred
- Supervision and/or program management experience strongly preferred
- Experience in the following areas of youth development preferred:
- Social-emotional learning, social skills training, service learning, and/or trauma-informed practices
- Teaching and/or out-of-school time programming

Skills and Abilities:

- Excellent written, verbal, and interpersonal communication skills
- Strong dependability and willingness to be part of a small, interdependent team
- Demonstrated ability to motivate and lead staff, with a focus on building team cohesion
- Strong organizational and time management skills, including the ability to manage multiple tasks
- Proficiency in MS Office and general computer and technology skills
- Comfort working in a bilingual (English/Spanish), bicultural organization required; bilingual English/Spanish preferred
- Commitment to Providence Center's mission and program philosophy
- Passion for work with teenagers and a commitment to youth development
- Strong intercultural competence and ability to work sensitively and effectively with individuals of diverse educational, socioeconomic, and cultural backgrounds

Certifications/Clearances Required:

- Criminal background checks and child abuse clearances
- Willing to obtain certification in Pediatric CPR/First Aid

ABOUT PROVIDENCE CENTER

Providence Center is an independent non-profit organization founded by the Holy Child Sisters in 1993. From the beginning, when the Sisters went door-to-door asking neighbors what they needed, Providence Center has focused on addressing the pressing needs of our community. Working primarily with Puerto Ricans and Latino immigrants, Providence Center provides educational and enrichment services to the Fairhill section of North Philadelphia, including: English as a second language classes, teen leadership development and college preparation programs, and an after-school program focused on social-emotional learning. Our mission is to educate people to have the power and spirit to transform their lives and community.

Providence Center is proud to be an equal opportunity employer. Providence Center maintains a policy of non-discrimination with respect to employees and applicants for employment.

BENEFITS

3 paid sick days

3 paid personal days

5 paid days during the winter break

Reimbursement for any work-related travel

Please send resume and cover letter to apply.