



Job title: Youth Program Coordinator
Reports to: Associate Executive Director of Programs
Pay range: \$35,000-\$39,375
Start date: Mid-Late May 2024

Position Overview:

The Youth Program Coordinator is a full-time, salaried position. Responsibilities fall in the categories of mentoring, academic coaching, and program development. We are seeking an individual to lead effective After-School and Summer Programs for middle and high school students. This position will provide emotional, spiritual, and behavioral support to students while acting as a liaison to the home and school setting.

Essential Job Functions

1. Implement the structure and curriculum for the After-School and Summer Programs for middle and high school students.
2. Lead daily programming, working with interns and volunteers to implement the program in a successful, structured fashion.
3. Build meaningful and positive mentor relationships with students. Regularly spend time with students and their families in the community outside of programming.
4. Engage and disciple neighborhood students through worship, teaching, fellowship, and serving. Encourage daily spiritual growth in the lives of students and families. Attend Embrace Youth Group on Wednesday nights.
5. Enforce Common Good's discipline policy. Address and manage discipline issues promptly and serve as the key communicator in conveying issues to parents/guardians.
6. Develop objectives and performance measures that address students' educational, emotional, behavioral, and social growth. Conduct assessments in order to monitor students' growth and development.
7. Act as liaison with God's Pantry. Responsible for ordering food and getting all supplies needed for daily meals.
8. Recruit, train, and manage Youth Program volunteers.
9. Cultivate and maintain relationships with partners in the community.
10. Build strong working relationships with school partners to better meet the emotional, behavioral, and academic needs of the students; including meeting with students'

- teachers, administrators, and other staff on a regular basis.
11. Manage the Youth Program within the approved budget.
 12. Ensure facilities are clean, organized, and conducive to learning.
 13. Perform administrative and fundraising duties as needed to help with the general functioning of Common Good in an effort to carry out the mission of the organization.
 14. Keep office and program hours Monday-Friday.
 15. Outside program hours are required. Attending, planning, and organizing evening and weekend activities for students and families. Lead youth trips including a spiritual Youth Retreat in the fall and Aldersgate Camp in the summer.

The ideal candidate will demonstrate the following qualities:

- High moral character and strong Christian faith.
- An awareness and understanding of the principles of Christian Community Development and a commitment to live in one of the neighborhoods served within one year of start date.
- A strong passion and commitment to mission and outreach in an underserved community.
- Preferred that the candidate is bilingual in Spanish.
- Experience working in an urban setting with students.

Education:

A bachelor's degree is required.

Application Requirements:

- Cover Letter that addresses the following questions:
 - What is your approach and experience in working with youth?
 - Why are you interested in this position?
 - Why do you believe you would be a good candidate for the position of Youth Program Coordinator?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their resume to sara@commongoodlex.org by March 31, 2024.