Title: Part-time Community LEARNS Assistant Site Coordinator

Position Summary: This position will assist in the coordination of the educational services, employment services, mentoring, case management, and social and recreational programming of the Community LEARNS program. Positions are available working with students at Brashear, Peabody, Schenley at Reizenstein, and/or University Prep.

Reports to: Community LEARNS Program Coordinator

Position Type: Part-time (20-25 hours/week), hourly wage (commensurate with experience)

Timeline: Interviews from 9/1/09 – 9/30/09; Positions start immediately through June 2010; opportunity to be hired for summer component

Duties/Responsibilities

Provide program services to participants and their families:
- Assist with the overall planning and implementation of the daily afterschool and Saturday programming per the Community LEARNS funded program model
- Coordinate academic and recreational programming
- Supervise academic and support staff at program sites
- Assist in the overall case management provided to participants:
  - Developing a relationship with teachers/counselors to track school attendance, performance, and behavior
  - Developing a relationship with parent(s)/guardian(s) through calls and home visits
  - Tracking daily Community LEARNS attendance, progress on academic software, and participation in tutoring
  - Intervening when issues arise with attendance, performance and/or behavior
  - Using an online database to track participation, interventions and academic progress
- Maintain sign-in logs and participant files with all required paperwork/information and/or signatures
- Uphold the rules and regulations of the Supplemental Educational Services component of the program, including meeting with youth, parent(s)/guardian(s), teachers, and counselors to review academic plans/progress and obtain required signatures
- Transport participants to/from program sites and field trips utilizing program van
- Coordinate food program
- Monitor and facilitate use of educational software packages (training provided) and tutoring services
- Assist with the planning and coordination of social and recreational activities
- Assist with general clerical office tasks as needed
- Assist in coordinating special events and field trips
- Assist with participant recruitment when needed

Collaborate with partner organizations:
- Interact with the collaborative group of community and faith agencies
- Daily communication with partner high schools’ teachers, counselors and administrators

Develop and increase professional skills:
- Attend professional development trainings
- Attend training sessions on technology utilized

Job Requirements
- Capacity to lead urban youth and a willingness to have ‘tough’ conversations that challenge teens to challenge themselves
- Strong supervision, communication and computer skills
- Ability to take written and oral directions and follow through to completion
- Excited to take on the daily academic and behavior struggle of urban teens, a majority of whom are not proficient in math/literacy and/or are failing courses and not at grade level
- Demonstrated capacity to collaborate with other professionals and multiple agencies - Flexibility and a determination to get the job done regardless of the circumstances is vital to succeeding in this position
- Valid PA driver’s license and proof of car insurance - willingness to drive 15-passenger van
- Must be flexible with schedule; Normal work hours are 2 PM – 7 PM on weekdays, 9 AM – 4 PM on Saturdays, and additional evening hours will be scheduled for meetings and conferences with parents and school faculty/counselors
- Must have Act 33, Act 34 and FBI clearances or the ability to obtain the clearances on a yearly basis

Please e-mail cover letter and resume to:
jobs@wireless-neighborhoods.org
In the subject line of the e-mail, please reference ‘CL Assistant Site Coordinator’