



POSITION ANNOUNCEMENT

DEPARTMENT: Expanded Learning Programs, YOU
POSITION: Assistant Youth Coordinator Part Time (25-29 hours a week)
REPORTS TO: Director of Expanded Learning Programs

OPEN DATE: IMMEDIATELY

BASIC FUNCTION:

The assistant youth coordinator is an integral part to all areas of the YOU team. The AYC will assist the Youth Coordinator in their day-to-day functions and eventually learn to lead some of those as well as supervise the different activities. The AYC will assist the Youth and Family Support Coordinator weekly in their peak times. The AYC will spend the majority of their time building relationships and interacting with the youth. When youth are not present the AYC will spend their time planning activities for the youth.

POSITION RESPONSIBILITIES

- Coordinate and prepare for recreational activities including but not limited to softball, yoga, volleyball, dance, soccer, swimming, and gym activities
- Assist in coordinating Friday Field Trips, Attend field trips and coordinate while there.
- Assist staff in serving lunch and snack according to guidelines.
- Build and promote positive relationships with the youth—showing respect and good judgment of an adult (not of a peer).
- Supervise drop-in area and engage students in activities such as, not limited to, arts/crafts, board games
- Supervise homework time while helping students understand their homework and ensure completion
- Coordinate Youth Council and Youth Council Events including attendance to those events
- Assist with updating and keeping track of community service and professional development hours
- Assist with bi-monthly peace circles with youth
- Assist Youth Coordinator and Assistant Director when necessary.
- Help in data entry such as City span attendance, Snack reports, Salesforce attendance and maintenance of clubs and class courses, report cards, Summary sheets for all activities and events
- Assist in preparing and submitting accurate and timely documentation of food contract expenditures and homework time and recreation reports for funders and internal review
- Seek out and attend professional development to grow in capacity as a Youth worker.
- Lead in keeping the YOU area clean at all times, but mainly focus on at the end of the day.
- Other duties as assigned

Requirements and Qualifications:

- Bachelor's Degree or in the process of attaining a bachelor's degree, in youth/education related field is preferred
- Minimum 1 year of experience working with youth, Youth Development background(classes/experience) preferred
- Mentoring experience preferred, desire to work with Youth
- Positive Attitude and willingness to learn
- Bilingual (Spanish/English) preferred.
- Flexibility with work schedule as position requires working evening hours and sometimes weekends

Compensation Range: \$13-\$15/hr, plus excellent benefit package.

Please forward: resume, cover letter and a list of three professional references by Wednesday, October 2, 2019 to:

Gloria Razo, MSW
Staff Development Manager | Human Resources
Erie Neighborhood House
1701 W. Superior Chicago, IL 60622
Email: resumes@erichouse.org

NO TELEPHONE CALLS PLEASE!

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