



CLARETIAN ASSOCIATES

Building Community in South Chicago

POSITION DESCRIPTION

Position: **Youth Coordinator Position**

Reports to: **Program Manager, South Chicago Neighborhood Network**

Supervises: **No direct reports**

Classification: **part-time**

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life. Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

JOB SUMMARY

Claretian Associates is searching for a part-time Youth Coordinator to manage and oversee signature youth programs including U.N.I.T.Y squad (United Network influencing the transformation of youth) program and One Summer Chicago youth employment. This position will be responsible for program activities ensures a safe, healthy, educational, and robust social environment for young people between 13-18 years of age. In addition, this position will work closely with South Chicago Neighborhood Network (SCNN) in creating a trauma informed community with the emphasis on youth.

The essential functions listed above are typical examples of work performed by positions and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

The successful candidate will possess a passion for helping young people, exceptional attention to detail, organizational skills, and communication skills. This position will play a crucial role in assisting the Claretian Associates and SCNN in engaging with youth and their families

DUTIES AND RESPONSIBILITIES

- Designing and implementing, and or maintaining youth programs by being responsible for day to day operation; which includes recruitment, and building relationship within schools administrations
- Plan weekly and monthly lesson plans that align with the UNITY squad 5 core curriculum (must meet with youth twice a week in person)

- Build relationships with families to promote social and emotional growth, by conducting parent's monthly check with parents or guardians.
- Participate in the assessment of program activities, including data collection, record-keeping, and grant reporting
- Develop curriculum for One Summer Chicago summer institute, attend all One Summer Chicago training and workshops, Co facilitates summer program
- Assist in organizing, outreach, and promoting network events
- Filing and organizing network files and materials
- Attend professional development workshops to enhance skills
- Works with community groups, business organizations, and sister agencies in identifying and developing new or expanded educational, cultural, and recreational programs and services for youth in a designated community area
- Participates in the development of specifications for Requests for Proposals (RFPs) and work plans
- 25 hours per week. Flex schedule on Monday, Wednesday, Fridays and Saturdays (set program schedule already Tuesday and Thursday 2 pm-6 pm)

QUALIFICATIONS

- Associate degree in education, social work, human services, or a related field; supplemented by more than two (2) years of directly-related experience; or an equivalent combination of education, certification, training, and/or experience. Must have a youth-focused background such as (mentoring, afterschool program, program coach, etc.)
- Must be able to pass a background Check
- Must be CPR and First Aid certified
- Bilingual abilities are a plus.
- Must be skilled in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Excellent communication and organizational skills
- Ability to work in a variety of settings with culturally diverse families and communities and have the ability to be culturally sensitive and appropriate
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to move and or lift items up to 30lbs+
- Able to work independently and meet deadlines
- Must have strong decision-making skills
- Valid Driver license and reliable vehicle preferred

SALARY

This position is hourly position at the rate of \$ 15- 18 per hour. Commensurate with experience

TO APPLY

Send resumes to tiarrao@claretianassociates.org