



Position: Youth Development Specialist-Before/After School Programs

Summary

New Hope Community Development Corporation (NHCDC) is a Christian Non-Profit serving under-resourced schools in the Sacramento Region. NHCDC has started a before/after school program which provides tutoring, enrichment activities, and mentorship.

Position Summary

The position reports directly to the Site Director and will coordinate with staff and volunteers to implement the daily activities of the program and promote a safe and positive learning environment for the children.

Qualifications

1. Experience working in youth programs in socioeconomically/ethnically diverse communities (grades K-8)
2. Ability to motivate and manage behavior, organize and supervise students and volunteers
3. Ability to manage classroom (1:20 ratio)
4. Minimum of 49 college units
5. CPR and First Aid certified
6. Experience with Recreational Activities

Position Specifics

1. Approximately 8.5 hours per week for morning program from 7:30am until 9:00am
2. Approximately 15 hours per week for afternoon program from 3:00pm until 6:00pm

Major Responsibilities

Program Management Support

1. Implementation of program
2. Student registration/Attendance monitoring
3. Work directly with children and oversee daily activities
4. Supervise indoor and outdoor recreation
5. Provide role modeling and supervision
6. Provide tutoring support and coordination

Volunteer Coordination

1. Recruit, train, and supervise volunteers

Communication/Administration

1. Point of contact for communication students, volunteers, and parents
2. Manage arrival and dismissal procedures for children