**Live the Victory, Inc.**

**415 Mason Ct. #1**

**Fort Collins, CO 80524**

**Federal ID# 20-2894339**

**The Matthews House Community Life Centers**

**Position:** SubstituteHomework Helpers Coordinator

**Salary: $18.00/hour**

**Status:** Substitute, hourly as needed, Mon-Fri afternoons

**Job Description:** The Substitute Homework Helpers Coordinator will fill in when the regular coordinator is out. The substitute Coordinator is responsible for the implementation and supervision of the Homework Helpers program. The Coordinator will work with students, parents, and volunteers to ensure the students are receiving academic support and enrichment activities. The Coordinator is tasked with leading the group of 10-15 students on a daily basis, implementing academic and enrichment activities, and the supervision of students and volunteers. The substitute will have afternoon availability to fill in as needed at one of our nine Homework Helpers program locations.

**SUPERVISED BY:** Education & Enrichment Director

**QUALIFICATIONS:**

* Excellent interpersonal skills and enjoy talking with people in a non-threatening environment
* Have experience leading groups of children/youth and capable of setting and holding expectations with youth
* Be independent and able to work without supervision
* Have transportation to and from the CLC
* Possess an openness to work with people from all walks of life and many cultures
* Excellent verbal and written communication skills
* Possess the ability to listen and quickly assess urgency for someone who might be in a crisis
* Ability to problem solve and maintain cooperative relationships with staff, volunteers, parents, and students
* Knowledge of core educational topics is needed
* Fluency in Spanish is helpful
* Must have time management and leadership skills.

**DUTIES AND RESPONSIBILITIES:**

* Lead and assist youth and children in a comfortable setting and relaxed atmosphere with academic work and community building at the Homework Helpers program location, after school hours Monday through Thursday, between 2:00-6:00pm depending on the location, when the school district is in session.
* Listen and assess strengths accordingly, encourage and instruct positively, while also maintaining student behavior expectations
* Plan and execute enrichment activities within the program
* Communicate with parents/caregivers about progress and student needs
* Supervise and support daily volunteers
* Perform other duties as assigned

**SPECIAL REQUIREMENTS**

Candidate must possess the leadership qualities and personal characteristics necessary for working with youth and families coming from generational poverty. Must be able to provide own transportation to the Homework Helpers sites. Skills in leading groups of children are required. Candidate must possess good ethical character.