**Live the Victory, Inc.**

**415 Mason Ct. #1**

**Fort Collins, CO 80524**

**Federal ID# 20-2894339**

**The Matthews House Community Life Centers**

**Position:** Homework Helpers Coordinator at CARE Housing

**Salary: $19.00/hour**

**Status:** Part-Time, Monday-Thursday, 3-6pm

**Job Description:** The Homework Helpers Coordinator is responsible for the implementation and supervision of the Homework Helpers program at two different CARE Housing communities. The Coordinator will work with students, parents, professionals, teachers, and volunteers to ensure the students are receiving academic support and enrichment activities. The Coordinator will be tasked with recruiting students from the community and leading the group of 5-10 students on a daily basis, creating and implementing academic and enrichment activities, communication with all parties concerning the youth, and supervision of volunteers.

During the summer, this position transitions into the Summer Zone program. The Coordinator is responsible for the direct implementation of the summer kids’ enrichment program at the same two CARE Housing properties. The coordinator will plan and execute activities, and supervise the group of children. The Coordinator will work with children, parents, and volunteers to provide enrichment opportunities and support the growth of each child.

**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 work location
* Be open and flexible with reasonable expectations about schedule changes
* 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
* Must have time management and leadership skills.
* Proficient in Microsoft Office and Google applications

**DUTIES AND RESPONSIBILITIES:**

* Assist youth and children in a comfortable setting and relaxed atmosphere with enrichment activities and community building at the assigned CARE Housing clubhouses, Monday-Thursday afternoons. Assist students with homework and other academic activities 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 and teachers about progress and student needs.
* Supervise and support daily volunteers.
* Track student progress, collect data as needed, and help develop new opportunities within the program.
* 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 agency-related functions. Skills in leading groups of children are required. Candidate must possess good ethical character.