



The Matthews House

Growing Stronger Together

Connect Up Facilitator (Children's Program)

Reports to:	Children's Programs Coordinator
Job Location:	Larimer County
Status:	Part-time; Non-Exempt; June-July - 40 hours per week (Temporary), Mon-Thurs, 8:30am-6:30pm Mid-August - ongoing : 12 hours per week, Mon-Thurs, 3:30-6:30pm
Pay:	\$19/hour

The Matthews House Mission: Empowering youth and families through connection, self-efficacy, and independence.

The Matthews House Vision: A community that is aware, belongs, and is self-sufficient.

The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious

JOB DESCRIPTION: We are seeking a committed and relationship-centered individual to facilitate the Summer Zone and Connect Up programs. Your work will enable you to make a meaningful impact on the lives of those we serve and will contribute to the positive, supportive work culture at The Matthews House. You will be responsible for running the Summer Zone/Connect Up programs (summer enrichment and after-school support for grades K-8) at two different sites this summer, and transitioning to one after-school program during the school year. You will lead a group of approximately 10 students on a daily basis, creating and implementing fun enrichment activities, communicating with all parties concerning the youth, and supervising volunteers.

The summer hours (early June through end of July) include running one program site from 9am-3pm and moving to a second site for a 4-6pm timeframe. The after-school program will continue in mid-August through the school year. This position will begin for training in late May.

QUALIFICATIONS:

- Be culturally attuned, sensitive, and compassionate to the community being served
- Have excellent interpersonal skills and enjoy talking with children in a non-threatening environment
- Have experience with child development
- Have experience leading groups of children/youth and be capable of setting and holding expectations with them
- Be a compassionate leader with the desire to work with children as they grow and develop
- Be able to work independently
- Have excellent verbal and written communication skills
- Possess the ability to listen and quickly assess urgency for situations that might involve a crisis
- Have the ability to problem solve and build teamwork with staff, volunteers, and children
- Must pass an FBI fingerprint screening.
- Be skilled in using word processing, database, and presentation software.

- Must be able to transport and have a clean driving record.

RESPONSIBILITIES:

The minimum performance expectations include, but are not limited to, the following:

- Assist children in grades K-8 in a comfortable setting with enrichment activities at the Summer Zone/Connect Up sites. Summer hours will be all day Monday-Thursday, and during the school year this position will reduce to after-school hours, Monday through Thursday afternoons..
- Listen and assess children's strengths accordingly, and encourage and instruct positively, while also maintaining student behavior expectations.
- Plan and execute enrichment activities within the program.
- Communicate with parents/caregivers about children's progress and needs.
- Supervise and support daily volunteers.
- Track student progress, collect data as needed, and help develop new opportunities within the program.

ADDITIONAL RESPONSIBILITIES:

- Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious.
- Communicate professionally through written documentation and verbal communication.
- Ensure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

SCHEDULE & WORK ENVIRONMENT:

- Afternoons and evenings are required to fulfill the duties of this position.
- Services will be provided at different sites in Fort Collins.

BENEFITS:

- 401(k) with 3% match by employer
- Paid sick time
- A mission-driven environment with strong staff culture

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.