

Company/Organization:

Big Brothers Big Sisters of Santa Cruz County

Location:

Capitola, CA

Position Title:

AFTER SCHOOL ACADEMIC ENRICHMENT AND MENTORING PROGRAM COORDINATOR

Full/Part Time:

Part Time

Closing Date:

July 29, 2016

JOB SUMMARY:

Big Brothers Big Sisters of Santa Cruz County is seeking an after school program (ASP) coordinator for our after school academic enrichment and mentoring program. The successful candidate will be passionate about offering fun and educational programming to underserved and at-risk youth and will be able to manage challenging behavior with clear and firm guidelines and realistic group expectations. The ASP coordinator will manage two after-school programs in South Santa Cruz County held at low-income apartment complex community centers.

The after school academic enrichment and mentoring program offers academic support, tutoring, and an engaging life skills curriculum that includes workshops addressing such issues as literacy, math and science support, drug/alcohol prevention, conflict resolution and communication skills, cultural awareness, career and healthy life choices. Leadership development is provided to pre-teens and teenagers.

The program is offered year-round.

The after school academic enrichment and mentoring program began in 1994 and aims to successfully encourage elementary and middle school aged youth to stay in school, expand their future academic and career goals, and avoid risky and delinquent behavior. All participating children are Latino; all live in low-income households; and, the majority speak English as a second language.

DUTIES:

- **Plan and facilitate educational and enrichment activities
- **Arrange for guest speakers for the program
- **Oversee volunteers and train new volunteers as needed
- **Translate materials to Spanish
- **Provide crisis intervention and referrals to community resources as needed
- **Understand and promote the goals and vision of the program
- **Maintain positive relations between Big Brothers Big Sisters and staff at apartment complexes
- **Promote and maintain cooperative working relationships with community agencies and organizations
- **Compile monthly statistics and make timely reports to the Program Manager
- **Maintain appropriate records

SALARY RANGE:

\$15.52 to 20.37 per hour based on experience.

Benefits: This is a part-time position, 20 hours per week. Includes pro-rated holiday, vacation and sick leave

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

**Bilingual/bi-literate in Spanish

**Excellent oral and written communication skills

**Ability to work with children and families from diverse backgrounds

**Experience working in a classroom setting, camp, after-school program, or other environment with multi-age groups of children

**Strong classroom management skills

**Completion of Bachelor's Degree in Education or related field from an accredited college or university preferred. Appropriate experience may be substituted for education.

OTHER REQUIREMENTS:

**Valid California driver's license and current automobile insurance. **Willingness and ability to use own car for agency business.

**Must be fingerprinted.

**Must be available to work evening hours and weekends on occasion.

TO APPLY:

No phone calls please.

Send cover letter and resume to jobs@santacruzmentor.org. Resumes will be reviewed as received.