

Job Description

Position Title: Youth Program Specialist

Position Summary: 0.5 FTE position within the Family and Youth Program from September 1, 2017 to June 15, 2018. The position will work closely with the Afterschool Program Coordinator. Plan and implement after school program including homework assistance, academic and cultural enrichment activities, promote parent involvement and facilitate access to family support services to improve academic achievement.

Responsibilities:

- 1) Plan and implement daily after-school program activities that focus on academic support and cultural enrichment including homework guidance, activity stations, and field trips.
- 2) Monitor academic progress of youth regularly.
- 3) Communicate with teachers and parents regularly to tailor individual service plan to meet each child's learning needs.
- 4) Attend parent-teacher conferences with parents and help them understand the school system and how they can be involved in and support their children's education.
- 5) Outreach to schools and communities and assist with youth recruitment and enrollment.
- 6) Plan and implement family and cultural events.
- 7) Coordinate volunteers to assist at the program.
- 8) Collaborate with other CISC program staff and other community agencies so youth and their parents can access family support services they need to address barriers to academic achievement. (e.g. parenting classes and workshops, supportive counseling, information and assistance, advocacy).
- 9) Attend and represent CISC at community meetings (e.g. tutoring coalition, and school forums).
- 10) Write press releases and articles in community newspapers reflecting program activities and goals for outreach.
- 11) Assist Youth Program Coordinator in tracking program outcomes and adhering to contract requirements.
- 12) Conduct program evaluations and prepare reports in a timely manner.
- 13) Attend trainings as well as agency and program related meetings.

Desired Qualifications:

Bachelor's degree in education or related human services field, or AA degree with at least 2 years experience in providing academic support to youth
Familiarity with the Seattle school system and community agencies and resources in Seattle/ King County
Good communicator
Team player with ability to lead
Excellent people skills
Experience and ability in working with limited English speaking Asian immigrant youth and families

HOURS: Part-time (20 hours per week). Non-exempt position.

SALARY: \$16.00/ hour DOE.

TO APPLY: Email resume and cover letter to: kevinc@cisc-seattle.org