



Afterschool Program Staff

Job Type: Part-time

Job Location: Lancaster, PA

Reports To: Program Coordinator

Job responsibilities include but are not limited to: planning, promoting, coordination and implementing all afterschool program activities & events. The position will work closely with the Program Coordinator and other program staff to develop a collaborative youth development program that meets the needs of all students.

THE YOUTH DEVELOPMENT SPECIALIST MUST BE:

- Willing to sign The Mix Statement of Faith.
- Have a passion for the mission of The Mix and fully support the organization's core values.

RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:

In collaboration with the Program Coordinator, coordinates a broad range of programs for youth such as, educational, social/emotional, recreational, and arts; provides broad oversight of program activities and outcomes; plans, develops, oversees implementation, supervises youth, and performs related administrative duties. Emphasis placed on The Mix priority outcomes of Commitment to Learn, Positive Values, Social Competencies, and Positive Identity. Experience implementing the five key elements for positive youth development: a safe, positive environment, supportive relationships, opportunities and expectations, recognition in addition to high yield learning activities, targeted programs and regular attendance is a must.

MUST POSSESS:

- Knowledge of the principles and practices of youth program development;
- Ability to evaluate program effectiveness and compliance with quality standards as well as the strategic plan of the organization;
- Ability to prepare accurate and complete statistical reports representing the activity and progress of programs;
- Ability to instruct, supervise and evaluate programs and activities to ensure the continual development of youths character;
- Ability to plan, organize, coordinate, and implement special events, etc.;
- Ability to respond to and attempt to resolve conflicts that may arise among students and/or staff in a calm and professional manner;
- Ability to build and maintain positive and professional relationships with youth and their parents as well as community leaders participating in the programs;
- Proficiency with Microsoft suite, i.e. Word, Excel, PowerPoint, Outlook and experience with online reporting tools and social media platforms;
- Ability to read, write and communicate in the English language. Spanish is a plus;
- Strong communication skills, both written and oral, includes the ability to write accurate, concise, and informative program reports for monthly updates and grant reports. Ability to recruit, train, supervise, and motivate program volunteers;
- Ability to deal effectively with youth including positive behavioral instruction and supports;
- Demonstrated ability in working with young people, parents and community leaders.

EDUCATION: Four-year degree from an accredited college or university, or equivalent experience preferred.

EXPERIENCE: A minimum of two years experience working with youth or in a similar capacity.

HOURS/AVAILABILITY: 10-20 Hours per week. Must be available between the hours of 3PM-6:30PM, Monday through Thursday.

HOW TO APPLY:

Completed applications, along with resumes and cover letters, should be emailed to info@themixlancaster.org.