Memo

To: Program Directors

From: Sarah Childress

Date: December 21, 2018

Re: Position Opening

These positions are currently available. Please forward this to your employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Site Coordinator

**Location:** Washburn

**Program:** LEAPs

**Duties and Responsibilities:**

* Responsible for the overall on-site management of the after-school program and compliance with state and federal 21st CCLC guidelines.
* Provides supervision/management of daily activities.
* Supervise and train tutors and volunteers.
* Plans programming based on evaluation results.
* Prepares sites for program start-up each year.
* Plan and conduct activities with tutor assistance to ensure performance goals are met.
* Ensure that schools have participating students flagged in the Student Information System.
* Meet with school teachers/principals every six weeks to align the afterschool reading/language arts and math curriculum with the schools’ curriculum by unit.
* Meet with the School Planning Team monthly to review progress and improve activities to meet performance goals
* Plan and implement/coordinate Family Engagement activities, including monthly Coffee and Conversation events.
* With the Project Director, plan and implement outreach/recruitment, student/family selection and enrollment, and student/family orientations.

**Education:**

* Minimum requirement: B.S., Education, Tennessee Teacher Certification is preferred.

**Experience and Skills Requirements:**

* At least 3 years of experience implementing or supervising positive youth development programs for at-risk children or youth.
* In-depth knowledge of working with children and youth in school environments
* Commitment to assisting students and parents achieve their full potential
* Should have appropriate knowledge and sensitivity to low-income participants and in outreach and recruitment of that group.
* Ability to work effectively with principals, teachers, program staff, volunteers, parents and students.
* Possess excellent verbal and written communication skills
* Computer literacy is a must. Proficiency in Microsoft Word and Excel helpful.
* Possess good time management and organizational skills.
* Must be self-directed with the ability to work independently.
* Must have valid Tennessee driver’s license and proof of liability insurance on automobile

**Hours and Benefits:** Position is part-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Site Coordinator, P.O. Box 1218, Morristown, TN 37816. EOE.

**Job Title**: Education Center Facilitators

**Location:** Hancock Middle School

**Program:** SRAE 2121

**Duties and Responsibilities:**

* Present grant approved curriculum (TOP) to youth enrolled in grades 6-8, during the school-day in Hancock County and/or in an after school setting in Hamblen County
* Provide on-going support to TOP teens through emails, calls and meetings.
* Guide, support and supervise participants to research and select service learning activities.
* Serve as a mentor and positive role model to participants.
* Lead Youth Advisory Council
* Maintain accurate records on all youth/parents served
* Make presentations to school personnel, community groups and parent groups to support the project as needed/requested.
* Assists with committees and community outreach
* Refer youth and parents to needed services

**Education:**

* Minimum Bachelor’s degree in education, public health, counseling, psychology or social/human services field.
* Master’s degree preferred.

**Experience and Skills Requirements:**

* Minimum 1 year successful experience in delivering positive youth development services to an at-risk population (small or large groups). Preferred: health education experience with at-risk youth. Proven success in positive youth and family interactions.
* Ability to work with participants, families, and partners of various cultural and ethnic backgrounds, with demonstrated ability to accept, respect, and engage individuals and groups with diverse cultural beliefs and traditions.
* Knowledge of and proven ability to apply positive youth development principles in all interactions and to implement positive approaches to behavior management. Strong analytical, problem-solving, verbal, and writing skills. Must be able to deal appropriately and sensitively with confidential matters.
* Pass a pre-hire criminal background check
* Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.

**Hours and Benefits:** Position is Full-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Ed Center Facilitator, P.O. Box 1218, Morristown, TN 37816. EOE.