

## JOB POSTING

**Position Title:** Youth Activities Coordinator

**Department:** Youth

**Location:** West Rogers Park

**Job Type:** Full-time

### Job Function

- Plan, execute, and supervise weekly afterschool program
- Create appropriate and engaging academic and extra-curricular activities for the program to support socialization, language acquisition, and academic success
- Recruit, coordinate, and supervise volunteers for the afterschool and summer program (in collaboration with the Volunteer Coordinator)
- Organize school-break field trips to a wide variety of institutions, activities, and events in the Chicago area
- Implement a summer program
- Coordinate annual ESL testing of all youth program participants
- Complete quarterly check-ins with families regarding youth academic needs
- Collaborate with the Youth Education Coordinator to plan special events (Back-to-School Party, Halloween, and the Holiday Party)

### Competencies

- Ability to maintain strong rapport with children, youth, and families
- Demonstrates excellent interpersonal skills with people from all races, cultures, religious, and ethnic backgrounds
- Creativity; able to design engaging and educational programs for children and youth
- Knowledge and understanding of the workings of public school system
- Ability to develop and maintain relationships with a variety of team members including: organization volunteers, RefugeeOne clients and outside service providers,
- Demonstrates exceptional problem solving skills including the ability to develop and follow-through with practical solutions and conflict negotiation
- Collegial and collaborative, able to maintain calm, professional demeanor and take action in stressful situations
- Resilient, resourceful, organized, strong time management skills, can set appropriate boundaries, patience, courtesy in difficult circumstances
- Use excellent communication skills with non-native speakers of English

### Requirements

- Bachelor's Degree or equivalent in relevant field
- Strong computer skills including working knowledge of Microsoft Office, Outlook, Word, and Excel

- Experience supervising youth from diverse backgrounds in an academic or extra-curricular setting
- A valid driver's license and reliable insured transportation

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Alexis Wardius at [awardius@refugeeone.org](mailto:awardius@refugeeone.org)

**NO PHONE CALLS PLEASE**