

After School Program Coordinator

Roxbury Tenants of Harvard Boston, MA

Roxbury Tenants of Harvard—a multi-purpose, resident-controlled neighborhood grassroots nonprofit adjacent to the Longwood Medical Area- seeks an enterprising and skilled Program Coordinator. Under the supervision of the After School Program Director, the Program Coordinator assists in a variety of functions including communication, planning, marketing and evaluation of the After School and Summer Day Camp programs for youth between the ages 5 to 12. The successful candidate will demonstrate experience working in a diverse multicultural community setting and providing high quality educational services in and out-of-school or related environment.

The position will be available March/April 2012.

Responsibilities:

- Provide direction, rules and supervision of the program activities and staff within the After School and Summer Day Camp programs.
- Assist the Program Director in the planning and implementation of the daily activities that fit the youth's needs and interests to build healthy lifestyles.
- Maintain the quality and inventory of the supplies, equipment and materials used in program activities.
- Responsible for designing and leading small group thematic activities to meet the social, educational, and recreational interests and needs of school age children.
- Assist with: homework, serving meals, and cleaning the facilities used by the After School Program.
- Responsible for the observation, recording, and reporting of significant individual and group behaviors.
- Responsible for maintaining a safe, welcoming and clean group room environment.
- Attends program events, staff meetings, group supervision sessions, and participates in trainings as recommended by the Program Director.
- Assume duties and responsibilities in the absent of the Program Director.
- Job descriptions and duties may be modified when deemed appropriate by management.

Qualifications:

- Minimum of a bachelor's degree in education, social services, or related field.
- Excellent leadership, management and interpersonal skills
- Must have at least 2 to 4 years experience working in a youth-oriented program, including program development, evaluation and supervision.
- Current CPR and First Aid certifications required.

To apply, please send a resume and cover letter to Nikita Payne, Program Director at npayne@roxburytenants.org.

RTH offers a competitive salary and a comprehensive benefits package.

An equal opportunity employer