



ENRICHMENT COORDINATOR

Job Description

General Function

The Enrichment Coordinator provides Club members ages 8-18 with the opportunity to engage in enrichment activities that expose youth to new learning experiences outside of the traditional academic programming and deepen their understanding of the world around them.

The Enrichment Coordinator plays a critical role in strengthening Club culture and supporting immigrant/refugees Club members attending the Club. He or she oversees the effectiveness of enrichment program/activities, social recreation rooms, and partnerships with social services agencies working with immigrant/refugee families.

Responsibilities

- Guide Club members to meet Club's core values (Teamwork, integrity, fun, commitment and excellence).
- Partner with cultural and social service organizations to provide training for staff and additional opportunities for our members and their families.
- Develop a year-long program/activities plan, that will expose Club members to the following (Cultural arts, Cultural activities, diversity, gardening, Theater arts, social recreation activities, translations services, etc) throughout the year.
- Differentiates content by age-group and/or grade-level to ensure that activities are developmentally appropriate.
- Work with games room staff to provide fun and educational recreational activities.
- Coordinator holiday events and Cultural celebrations with Club members/staff throughout the year (ex. Thanksgiving dinner celebration, Holiday celebrations, Pride week, Latin Heritage week, Black history week, etc.)
- Be a liaison and referral source between immigrant/refugee support groups and agencies.
- Keep track of attendance and outcomes for all enrichment program/activities and social recreation.
- Update and maintain program schedule and event schedule.
- Nurture and encourage an atmosphere of diversity and kindness within the Club.
- Encourage and recruit Club members for programs, activities cultural events.
- Ensure that Club members have access to a positive and productive learning environment. by enforcing all Club safety rules and behavior expectations.
- Collaborate with staff and partners to coordinate organizational events, and field trips.
- Partners with our Volunteer manager to diversify and increase volunteers at the Club.
- Use Schoolcnxt as a tool to communicate with members and families.
- Coordinate monthly focus groups with immigrant and refugee Club members to get insight on traditions, games, etc they would like to see at the Club.
- Participate in weekly Program and Youth Services meetings.
- Assist membership team with pick up and translation services through volunteers.

- Coordinate two family night events a year.
- Work with administrative team to ensure that all Club materials are translated in to several languages.
- Submit monthly reports.
- Build strong positive relationships with Club members and their families.
- To work as a team with other staff to ensure the daily running of the Club, including supervising Club members, programs, and maintaining facilities as needed.
- Other duties as assign by Director of Operations

Enrichment Coordinator Competencies

- Work Management Skills: Performing effectively in the work environment.
- Technical Knowledge: Information necessary to perform job tasks in a timely manner.
- Stress Tolerance: Is able to handle stressful situations in a way that does not affect his or her work performance. Stress is managed effectively so that it does not affect other employees in their performance or emotional state.
- Teamwork: Participates as an active and contributing member of a team to reach organizational goals. Demonstrates effective partnerships with coworkers by involving others, sharing information, and sharing credit for team accomplishments.

Qualifications

- Bachelor's degree or (Minimum of four years' experience in coordinating programs)
- Previous experience or training working with youth
- Bi-lingual/Bi-cultural preferred
- Strong organizational skills
- Ability to multi-task and adapt to changing environment
- Flexibility to work hours, as program needs change.
- Ability to work independently
- Valid driver's Licenses
- Enjoy working with young people.
- Sense of humor.

Job Type: Part-time

Salary: \$15.00 /hour