



# Youth Enrichment Coordinator

Concord, CA

Contra Costa Interfaith Housing (CCIH) is seeking a Youth Enrichment Coordinator to join our team. The Youth Enrichment Coordinator (YEC) will be responsible for managing and overseeing the youth enrichment activities for the youth living in the Lakeside affordable housing community. During the school year, this includes an afterschool program for students in grades K-12. During the summer, the YEC plans and runs summer day camp activities.

CCIH is a vibrant and socially responsive non-profit agency which provides permanent housing and vital support services to more than 1,000 people in Contra Costa County who are homeless or are at-risk for homelessness. Over 35 faith-based communities support our work, although there are no religious requirements or affiliations required to receive services.

This position is 30 hours per week and non-exempt. Some weekend and evening hours may be required. This position is entitled to benefits including a generous paid time off package, health insurance and a 403(b) plan.

## **Essential Job Functions**

- Manage and oversee the Afterschool Program during the school year. Tasks include assessing academic and non-academic youth needs, providing guidance and support to volunteers, planning academic enrichment, preparing a healthy snack, delivering a child safety/character building curriculum, and supporting youth to complete homework and overcome academic gaps.
- Be knowledgeable about grade-level academic benchmarks and utilize a variety of tools (including games) to assist the youth in achieving these benchmarks.
- Work with parents to support youth academic success. This includes working alongside parents with educators and administrators at local schools in order to support youth to be as successful as possible.
- Work with the Volunteer/Outreach Manager to support activities provided by various individuals and resources in the community. (Some of these tasks may involve occasional weekend and evening hours.)
- Participate in the weekly site team meetings, monthly CCIH staff meetings and other service team meetings as needed.
- Provide monthly attendance reports and other outcome summaries as requested.
- Collaborate with mental health clinicians and interns to ensure youth have access to appropriate mental health support as needed.
- Plan and implement summer activities for youth and teens when Afterschool Program is suspended. This is done in collaboration with the Volunteer/Outreach Manager and the Academic Supervisor.
- Other tasks as assigned by the Director of Support Services and Academic Supervisor.

**Position Qualifications:**

- A Bachelor's Degree in education, teaching certification and/or experience with students with special needs a plus.
- A minimum of two (2) years' experience working with youth of varying ages in an academic setting and experience supervising volunteers.
- Experience with low-income and disenfranchised populations desired.
- Excellent verbal and written communications skills required in both English and Spanish.
- Flexibility regarding work hours. Spanish speaking required depending on location of the program.
- Must pass LiveScan screening and TB test.

**Physical Requirements:**

- Ability to walk up and down stairs and up to ½ mile at any one time.
- Ability to sit for up to 2 hours without a break.
- Ability to perform repetitive movements, such as typing and filing, and use of commonly used office machines and supplies.
- Ability to lift and move a minimum of 25 pounds including carrying a laptop computer.
- Ability to speak on the telephone for up to 3 hours.
- Ability to drive an automobile and transport oneself between meetings, including driving at night.
- Must have an operational vehicle, auto insurance, and valid driver's license.

*Salary is contingent upon skill and experience. This position offers health care insurance and generous paid time off benefits.*

Contra Costa Interfaith Housing does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. People of color/Consumers/Ex-Consumers are encouraged to apply.

CCIH believes in and complies with the Americans with Disabilities Act.

[To apply, click here.](#)

*Please do not call – only information submitted online or by email will be considered.*