



Teen & Alumni Program Coordinator Job Description

Title: Teen & Alumni Program Coordinator

Objective: As a faith-based organization, the mission of Neighborhood Homework House (NHH) is to partner with parents of Azusa students to provide the tools to thrive academically and socially. Neighborhood Homework House Program Coordinator for Teens & Alumni serves as the primary programming coordinator for programs offered to students in the 6th-12th grades and our Alumni who have gone onto college/careers. Collaboration and justice serve as NHH's core values and the Teen and Alumni Program coordinator would strive to implement them in their work. The person reports directly to the Director of Programs.

Classification: This position is full time non exempt (34 hours). Applicants should expect the schedule to vary and in certain cases to include some weekend hours.

Duties and responsibilities:

- Form and implement relevant relational programs and support services for Azusa students.
- Deliver quality after-school programming for youth grades 6th-12th.
- In coordination with the Director of Programs implement organizational strategic goals for program delivery.
- Articulate program goals, updates, services and details as needed by the organization.
- Work with the programming team to support our parent empowerment model
- Supervise interns and program assistants.
- Manage, develop, model, motivate, and support volunteers serving in teen programs.
- Organize and oversee field trips, college tours, service learning programs and other similar activities. This might also include traditional overnight camp experience.
- Manage the Alumni and Scholarship program by offering support to our recent high school graduates which may include meeting with them regularly, planning Alumni events, and tracking/coordinating alumni receiving scholarships from NHH.
- Perform reasonably related duties to support NHH.

Qualifications:

- Commitment to the mission and values of NHH
- BA in a related field.
- Fluent in Spanish -- oral and written.
- Experience with educational inequity.
- Familiarity with Latinx community, especially first generation/immigrant populations.
- Experience with family engagement and parent empowerment
- Experience overseeing volunteers and interns.
- Excellent verbal and written communication skills.
- Familiarity with California high school graduation requirements and college application process.

Compensation: Starting at \$15/HR, COE

Start Date: August 2020

To apply: email resume and cover letter to Jennifer Hicks at jennifer@onhh.org