The Matthews House Community Life Center

Position: Homework Helper Coordinator and Children Activities Support

Status: Part-Time (mid-afternoon and evening)

Job Description: Homework Helper Coordinator is responsible for the implementation and supervision of the Homework Helpers program. The Coordinator will work with students, parents, professionals and teachers to ensure the students are receiving academic support. The Coordinator will be tasked with managing grades, communication with all parties concerning the youth, outcomes and supervision of volunteers. The schools that are served are primarily Title One schools. Children Activities Support provides structured activities for children, while parents are attending courses offered at both the Community Life Center and Education and Employment Center (EEC).

SUPERVISED BY: Community Life Center (CLC) Director

QUALIFICATIONS:

- Individuals with excellent interpersonal skills who enjoy talking with people in a non-threatening environment are the best candidates for this position
- Experience with early childhood development
- Have experience with teaching, coaching or mentoring
- Be independent and able to work without supervision
- Have transportation to and from the CLC and EEC
- Be open and flexible with reasonable expectations about schedule changes
- Possess an openness to work with a variety of human service agency staff and with people from all walks of life and many cultures
- Excellent verbal and written communication skills
- Possess the ability to listen and quickly assess urgency for someone who might be in a crisis
- Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants
- Knowledge of core educational topics is needed
- First Aid and/or CPR certification is helpful
• Fluency in Spanish is preferred
• Must have proven organization, time management and leadership skills.
• Proficient in Microsoft Office and Google applications

**DUTIES AND RESPONSIBILITIES:**
• Assist youth and children in a comfortable setting and relaxed atmosphere with schoolwork at a community elementary school.
• Listen and assess strengths accordingly, encourage and instruct positively.
• Provide structured activities for children when their parents are participating in classes at the EEC and CLC.
• Work with the Family Transition Facilitators or other professionals who refer children and youth.
• Communicate with parents and caregivers about progress or needs.
• Supervision and support of volunteer/tutors.
• Data gathering and development.
• Perform other duties as assigned.

**SPECIAL REQUIREMENTS**

Candidate must possess the leadership qualities and personal characteristics necessary for working with youth and families coming from generational poverty. Must be able to provide own transportation to agency-related functions, community agencies, and Human Service offices throughout the county. Frequent operation of office equipment is required. Candidate must possess good moral character.