

JOHN HOPE SETTLEMENT HOUSE

JOB POSTING

TITLE: Youth Engagement Specialist/Van Driver

DEPARTMENT: Wellness Center: Out of School Time

REPORTS TO: Out of School Time Coordinator

STATUS: Part-time, no benefits

HOURS: 1:30-5 p.m. Monday-Friday

SUMMARY:

Develops and carries out intentional programs conducive to individual growth and development of John Hope participants which are in line with the mission and culture of John Hope Settlement House.

DUTIES:

- Drives students from the program to school and vice versa as needed in the mornings or afternoons.
- Creates and implements lesson plans that are developmentally appropriate
- Helps organize groups to participate in organized activities (e.g. clubs, classes, parties, etc)
- Ensures that children are in a safe and nurturing environment
- Maintains the upkeep and cleanliness of all program areas (including bathrooms)
- Enters data and keeps records daily as required by the site supervisor
- Becomes an ambassador of the mission and culture of John Hope to children, staff and parents
- Confers with staff, volunteers, participants, and concerned individuals regarding group needs
- Assists with all aspects of the Out of School Time program including: snack distribution, set-up and clean-up
- Attends regular staff meetings
- Supports the overall program, as necessary
- Performs other job duties as required.

QUALIFICATIONS:

- Requires a minimum of high school diploma or equivalency and a one year of working with school age youth in a positive youth development atmosphere. A bachelor's degree and prior experience working in youth development and community-based programs is preferred.
- Creativity, patience, a good work ethic, and a sense of humor are considered essential for success in the program.
- Bilingual Spanish/English skills (or other languages) are preferred.
- Requires a valid driver's license.

EQUAL OPPORTUNITY EMPLOYER

John Hope Settlement House is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices on the basis of race, color, sex, religion, age, national origin, sexual orientation or veterans' status.

To apply please send resume and cover letter to:

HR@JohnHope.org
Human Resources
John Hope Settlement House
7 Thomas P. Whitten Way
Providence, RI 02903

Posted: 8/30/11