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Job Title: After-School Program Coordinator

Reports To: Director of Community Partnerships

FLSA Status: Full-time, Exempt

Primary Work Schedule: Monday thru Friday, with Occasional Weekends

Prepared Date: July 16, 2021

Site Locations: Journey House Center and Journey House's Community School Partner:
Milwaukee Public School (MPS) Longfellow Elementary School

Our Mission: Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

Position Overview: Journey House is committed to providing community members with quality after-school experiences with professional and passionate staff. The After-School Program Coordinator's primary function is to lead with integrity the day-to-day operations of an after-school program and provide support to the programs and services of Journey House and Longfellow. Under the direction of the Director of Community Partnerships, the Coordinator demonstrates a responsibility of leadership and management to others and facilitates age-appropriate programs and activities for urban youth ages 6 to 14 with an emphasis on educational, recreational, leadership development, and strengthening individual and self-esteem. The After-School Program Coordinator will work closely with Journey House Youth Program team members and MPS Longfellow staff utilizing evaluation and data as part of educational and recreational interests. Resourcefulness and strong communication are expected to fulfill this position.

Essential Duties and Responsibilities include the following. Other duties may be assigned in line with individual's experiences and qualifications.

Leadership and Management

- Supervise and inspires After-School Program team, volunteers, and interns.
- Maintains integrity, poise, and professionalism at all times. Maintains appropriate demeanor and attire.
- Demonstrates respect and consideration for all.
- Initiate and lead special projects that match the Journey House mission, vision and goals.
- Develop and nurture partnerships with community members, businesses and other resource providers interested in sharing knowledge and experience with participants.
- Host program orientations and form relationships with participants and their parents to ensure they know the rules, expectations and standards to participate in Journey House activities.



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Youth Development and Curriculum Implementation

- Expands knowledge of children and youth ages 6-14 by staying current with the knowledge related to after-school programming and demonstrates this knowledge in programming.
- Stimulates and sustains motivation and engagement for all employees and participants.
- Continually assesses and manages group dynamics to ensure group, issues, energy or concerns are addressed.
- Creates an environment in which feedback is given and received freely without judgement.
- Integrates time to practice, reflect, share, provide feedback and discuss application and transfer.
- Implement a curriculum that addresses educational, recreational, self-esteem, positive relationships, stress and anger management, health and nutrition and decision-making. Ensuring equity and diversity.
- Design and implement daily activities (academic tutoring, digital learning, arts, games, field trips, etc.)
- Facilitate special events, field trips, and workshops.

Communication and Coordination

- Actively coordinate with Journey House Youth Program Team members integration of athletics, arts, and academics to include STEAM initiatives into the after-school program.
- Coordinate efforts with Journey House team members on daily operations and staffing needs to assure a safe and respectful environment for participants.
- Demonstrates effective presentation skills both orally and written. Provides clear direction and checks for comprehension.
- Prepare written reports, schedule of activities and program descriptions.
- Provide information as requested and in a timely manner for program reports, community inquiries, and information for grant proposals.
- Meet regularly to strategize upcoming events, maintain schedules, and discuss participant behaviors and accomplishments.
- Attend and participate in Journey House and Youth Program staff meetings and events.
- Attend required MPS Safe Place/After-School meetings and trainings
- Attend invited and required MPS Longfellow Elementary meetings.
- Follow Journey House protocol for scheduling events, making room reservations, and creating flyers/marketing materials for program events.



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General

- Assist in daily site maintenance to assure a clean and well-organized environment in which to work, play, and learn.
- Ensure that accurate up-to-date program demographics, attendance, and program outcome, information is entered into the database.
- Ensure the safety of all participants by being present during activities. Have a presence during activities to help direct traffic, control issues such as wandering and conflicts, and maintain a positive flow for participants every day.
- Participate in SKY Breathing and Community Building mandated staff trainings and follow-ups.
- Work with the Director of Community Partnerships on special events.
- Perform other relevant tasks as assigned.

OTHER DUTIES Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities related to your job may change at any time with or without notice.

EDUCATION and EXPERIENCE:

- BA/BS in education, social work, or similar fields and/or commensurate experience preferred. High school diploma or GED/HSED required.
- Bilingual (English/Spanish) in oral and written communication required.
- Experience working with urban youth population from diverse cultural backgrounds.
- Knowledge of youth programs delivery methods.
- Excellent oral and written skills; ability to represent the agency.
- Experience in curriculum development.
- Resourceful, creative, innovative, flexible, ability to work without direct supervision and with limited resources.
- Ability to adjust to crisis situations, motivate others and good listening skills.
- Strong case management skills.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], databases and social media platforms.
- Must be willing to work flexible hours, including some evenings and weekends.

SUPERVISORY RESPONSIBILITIES: Staff assigned to work in the After-School program, volunteers, and interns.

LICENSES: Valid Wisconsin Driver's License and insurance required



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Oral and Written Communication in Spanish is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

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If you are qualified and interested in this position, please complete:

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. References (optional with initial submission)
5. Submit documents to jobs@journeyhouse.org