

Parma Learning Center  
Parma School District  
21<sup>st</sup> Century Community Learning Centers

Title: Afterschool Coordinator

Division: Afterschool Program

Department: 21<sup>st</sup> Century Community Learning Centers

Location: 805 E. McConnell Ave., Parma, ID 83660

Organization  
Overview:

Program Summary & Job Purpose: Parma School District seeks an experienced, competent and caring person to work directly with youth assisting them with personal, professional and educational development. He/she will encourage, inspire and support the youth by providing engaging quality afterschool & summer programming that empower and enable youth to take greater control of their lives.

Responsibilities:

- Plan, develop and implement academic enrichment, positive youth development and recreational activities that provide creative input and leadership for youth.
- Coordinate programs that align daily practices with the organization's philosophy, policies, and procedures.
- Maintain accurate program & reporting documentation.
- Initiate, develop and maintain positive mentoring relationships with youth.
- Encourage youth to broaden their horizons, become active citizens and develop leadership skills.
- Create opportunities to engage and support families.
- Provide regular two-way communication between school and afterschool programs.
- Participate in on-going staff professional development and staff meetings.
- Participate in strategic planning and goal setting for program improvement.
- Oversee afterschool aides, community partners, volunteers, and college/high school students that participate in program operations.
- Other duties as assigned by PLC director.

Education & Training:

- A minimum 32 college credits. Preferably related to youth development, recreation, human services or education field.
- Certified teaching credential is preferred.

- At least two years' of experience working with youth in a professional and/or educational setting.
- Other combinations of applicable education, training and experience, which provide the knowledge, skills, and abilities necessary to perform effectively in the position, may be considered.

Skills & Experience:

- Communicate effectively with strong organizational skills.
- Has worked with a youth recreation program and/or afterschool program in a leadership role.
- Experience working collaboratively with a variety of organizations (preferably education and/or youth focused).
- Skilled in the tactful handling of information and people as well as demonstrating initiative and sound judgment.
- Applicant must successfully pass a criminal background investigation.
- Able to tactfully manage confidential information and situations with efficiency.

Personal Qualifications:

- Self-motivated individual, passionate about youth.
- Capable of creatively problem solving under pressure.
- Ability to listen, be a caring and supportive leader while maintaining high expectations.
- Able to work with strong personalities; positive, flexible, and creative attitude.
- Highly positive and enthusiastic style capable of motivating others.
- Passionate about helping youth, especially those who are disengaged.
- Positive attitude and sense of humor a must.

Reports to:

- Program Director, Dalila Martinez-Roberts

Supervises:

- Afterschool Aides
- Community Partners & Volunteers
- College & High School Students

Position Details:

- Part time, (4 hours per day 120 days (potential) Focus Area Middle and Elementary and Teacher position in program)
- \$29/hour

Parma School District is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, religion, age, disability, Veteran status, or any other classification as required by applicable law.