



VILLAGE LEARNING PLACE, INC.
2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218
(410) 235-2210

Position Description

- Position:** Adolescent and Family Programs Coordinator
- Hours:** Position is for full-time, exempt employment. This position involves working some evenings and occasional Saturdays.
- Description:** The Adolescent and Family Programs Coordinator is responsible for the management of all young adult and family program activities including: recruitment of staff, workstudy, and volunteer classroom assistants necessary to operate the program(s), recruitment of program participants, and filing reports and documenting program accomplishments using Efforts to Outcome Software.
- Location:** The Village Learning Place, 2521 St. Paul Street, Baltimore, MD 21218

Responsibilities Include:

Programming:

- Provides oversight of LINK Middle after-school program for adolescents including tutoring, workshops, service-learning, workforce development, and student group evaluation
- Develops and implements after school lessons and enrichment activities, including use of web-based MSA curriculum
- Plans and coordinates special events surrounding programs for young adults throughout the school year
- Supervises and manages program teachers, volunteers and work-study students, including training and orientation
- Determines training needs and opportunities for professional development
- Coordinates and communicates with local middle school staff on a regular basis
- Oversee regular and continuous educational offerings for parents and the community

Reporting:

- Documents program outcomes using ETO software
- Files monthly attendance reports and quarterly program reports
- Documents student progress using the STAR Reading Assessment and the STAR Math Assessment
- Evaluates program for its effectiveness, with a focus on linking program efforts to outcomes.

Community Outreach:

- Communicates regularly with VLP partner organizations (JHU Center for Social Concern and Office of Financial Aid, TASI, etc.) to effectively implement program
- Promotes program and recruits youth at local schools
- Creates recruitment material and distribute to local schools, partners and neighborhood businesses
- Recruits work-study tutors by attending the JHU student job fair and maintaining online job postings
- Engages in public relations and community outreach to promote the VLP and its programs

Staff collaborations:

- Works as part of a team to provide direct educational and library services to schools and community organizations
- Works closely with a diverse population of children, adults, and families
- Assists with planning and carrying out activities for VLP
- Attends VLP staff meetings and meets with Director of Education on a regular basis
- Performs other related duties as assigned

Minimum Qualifications and Experience:

- Requires at least B.A. in education or related field
- Experience in teaching, program coordination, or management
- Ability to organize, plan, and implement educational activities for youth and families
- Commitment to providing service to a diverse population
- Commitment to working effectively in partnership and to create partnerships
- Excellent interpersonal communication skills for working with both children and adults
- Computer proficiency

Reports to: Director of Education