



2521 St. Paul Street, Baltimore, Maryland 21218  
(410) 235-2210

### **Position Description**

**Position:** Academic Youth Advocate

**Hours:** This is an academic year, part-time position with the option to increase hours during summer programming (late June to early August).

School year schedule (March to early June): Monday, Wednesday, Thursday, Friday from 2:30pm-5:30pm, Tuesdays 1:00-5:30 pm. This position is part-time during the after school hours (15-18 hours/week). This position involves working some evenings and occasional weekend hours.

**Description:** The VLP is looking for a committed individual who wants to increase their experience building relationships with urban youth. The LINK Leaders program is a school-year and summer initiative for middle and high school students.

The Academic Youth Advocate is responsible for assisting with all aspects of the VLP's LINK Leaders program including: academic curriculum delivery, enrichment sessions, coordinating partners, recruitment and enrollment of program participants, character education & service learning projects, attendance tracking, management of volunteers and classroom assistants, and oversight of program events.

**Responsibilities:** Under the direction of the Teen Programs Coordinator, performs the following functions:

#### Programming

- Use restorative practices to build strong relationships to and between students and community members
- Assist in the delivery of youth programming ensuring that workshops, activities, and support services are being conducted and connected to the program's goals.
- Use innovation and creativity in the classroom to result in student growth
- Provide ongoing support, mentoring, and case management to middle & high school participants
- Assist in engaging families in student learning and achievements
- Provide guidance to students to support individual goal setting and growth
- Participate in the supervision and evaluation of all volunteers and classroom assistants
- Serve as liaison between students, homes, schools, and other contacts to assist students in achieving academic and social success partnerships with individuals and organizations

that offer programs and services to compliment LINK Leader initiatives; ensures that partners support program goals and objectives

- Actively utilize the VLP library, its staff, and its services
- Model positive relationships between youth and co-workers

#### Reporting

- Keep accurate student files including, but not limited to:
  - Application materials including parent signature and updated household information for each student, especially phone numbers
  - An updated roster/sign-in sheet complete with student's signature
  - Individualized development plans including documentation of follow-up assessments
  - Regular progress reports for each student
- Participate in the design and delivery of program surveys and assessment tools
- Assist in evaluating program for its effectiveness by providing regular input to aid in its success

#### Staff Collaboration and Community Outreach

- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Develops relationships with members of the community and secures new partnerships and volunteers for the program
- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Attends VLP program staff meeting and meets with supervisor as needed
- Addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

Performs other related duties as assigned

#### **Minimum Qualifications:**

- 2-3 years youth development experience in an urban setting
- B.A. in Education or related field preferred
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population; experience with restorative practices preferred
- Excellent interpersonal communication skills for working with both children and adults
- Computer proficiency
- Experience in supervising staff/volunteers, program coordination, or management is helpful

**Starting Compensation:** \$16-18/hour

Please send a cover letter detailing your interest in this position and resume to Annie Malone at [LINK.hiring@villagelearningplace.org](mailto:LINK.hiring@villagelearningplace.org). Candidates must be vaccinated against COVID-19.