Girl Neighborhood Power (GNP) Coordinator Posting Date: July 12, 2019

Bridge Lake Point Waunona Neighborhood Center Deadline: August 12, 2019

The Girl Neighborhood Power Program (GNP) Coordinator will coordinate both the elementary and middle school GNP Program delivering homework help, social development and empowerment programming. The GNP Program focuses on the positive development of self identified young women, engaging participants in their immediate and wider community, promoting healthy self-identity and developing behaviors that promote school and community success.

Responsibilities:

* Coordinate and implement the GNP Program including planning, developing, grants, leading and reporting all program activities by maintaining daily/weekly/monthly written records, monitoring program goals and completing quarterly/annual program reports.
* Work with Program Director and administrative team in developing program expectations, outcomes and long-term planning.
* Recruit 50+ elementary and middle school age youth participants by outreach in schools, in the community and through other service providers.
* Be a member of the center’s management team in promoting other center programs, events, assist in fundraising, creating new center initiatives and focusing on the future vision of the center.
* Staff program during summer camp and school year including at least 2 evenings a week.
* Supervise, recruit and train youth workers, interns, AmeriCorps members and volunteers.
* Maintain program expectations, procedures and demonstrate leadership in all areas of the position.
* Build and maintain positive relationship with partner schools, teachers, social workers and psychologists.
* Maintain regular contact with participants’ parents and build positive relationships with youth and their families.
* Facilitate additional (out of weekly program meeting times) activities, field trips, and service activities.
* This position requires driving 15 passenger vans which requires the candidate to be at least 21 years old.

Desired Qualifications:

* At least 2 years experience working with elementary, middle or high school age youth and supervising staff or volunteers
* Strong time management skills, demonstrate leadership skills and ability to facilitate a positive team environment.
* Ability to plan dynamic, positive, engaging curriculum rooted in youth and community assets.
* Comfort and sound judgment in addressing issues of sexuality, physical development, healthy relationships and numerous other topics with youth and families.
* Ability to maintain an orderly, positive, productive and respectful environment for youth at all times.
* Willingness to work as part of team with a flexible schedule including occasional weekend hours for fieldtrips and special events.
* Experience in writing reports and grants or professional writing skills.
* Bilingual – Spanish-speaking skills are a plus.
* Bachelor’s Degree preferred but not required.

Hours**:**

Base program times require a minimum of 2 evenings per week and additional afterschool hours. Program and planning will total an average of 10-13 hours/week during the academic school year and will slightly increase during summer.

Introductory Period:

A review is performed after 6 months with agency

Compensation:

$14.50/hour - estimated 10-13 hours per week

Application Process:

Interested applicants should email resume and cover letter to arturo@blwcenter.org

Deadline:

Monday August 12th 2019