

**THE VILLAGE FOR FAMILIES & CHILDREN, INC.**  
**Position Description**

**POSITIVE YOUTH DEVELOPMENT WORKER I**

**REPORTS TO:** Program Director and/or Program Coordinator

**JOB SUMMARY:** To plan, develop, and implement academic enrichment, positive youth development and recreational activities for elementary school students in our after-school program. Similar positions offered at multiple sites.

**RESPONSIBILITIES:**

- Plan, develop and implement program model comprised of academic support and enrichment, positive youth development and recreational activities
- Work in partnership with school administration to identify needs of students and align programming with school curriculum
- Recruit parents and community volunteers to perform a variety of tasks for the after-school program
- Recruit and enroll students and ensure student retention and participation
- Establish and nurture positive relationships with students and serve as a role model
- Provide a structured academic environment, assist students with educational goal development and provide one-on-one tutoring as needed
- Supervise students during on and off-site activities
- Ensure student safety during program hours by arriving prior to session start time and remaining on-site at all times until the last student is dismissed
- Maintain communication with school faculty/staff and parents/guardians
- Maintain program site, supplies and resources and distribute daily snacks
- Attend and actively participate in staff meetings, trainings and workshops, including being available for CPR/First Aid certification
- Track student grades and standardized test scores
- Collect and submit all necessary data for reporting
- Set program goals, objectives and outcomes
- Other duties as assigned by supervisor and/or management

**QUALIFICATIONS:**

- College-level, pursuing degree in Education or Human Services field, or equivalent professional experience
- Minimum of 1 year prior experience working with groups of children in an educational and/or recreational setting a must
- Knowledge of teaching skills, techniques, practices a plus
- Excellent oral and written skills and ability to communicate comfortably with children, parents, and school personnel
- Organized and able to work independently with minimal supervision
- Flexible and able to multi-task
- Experience working with inner-city children a must
- Knowledge of relevant Hartford neighborhood(s) a plus
- Physically able to perform the essential functions of the position, with or without reasonable accommodations, including ability to supervise groups of children and perform physical intervention if required