



Job Announcement

Job Title: Youth Essentials Coordinator I & II

Program Type: Reflections, Solutions, Renaissance & Young Entrepreneurs Program (YEP)

Reports To: Program Management Team

Status: Full-time

Salary/Hourly Wage: Level I (\$14-\$17/hourly) & Level II (\$17-\$21+/hourly)

REAP offers great benefits including medical, dental, vision, long term disability, life, generous paid time off, and more.

Position Summary:

The Reflections Youth Essentials Coordinator (I & II) positions are engaging, demanding, and leadership oriented. Applicants with experience working with kids 3rd-12th grade students are usually most successful in these positions. It is essential that interested applicants have a passion for long term service of youth using restorative justice and trauma informed care practices while embracing patience, work/life balance, creativity, and are self-starting, engaged employees.

The Solutions Youth Essentials Coordinator (I & II) positions are advocacy focused, innovative, and leadership oriented. Applicants with experience working with kids 6th-12th grade students are usually most successful in these positions. It is essential that interested applicants have a passion for long term service of youth and embody patience, work/life balance, creativity, and are self-starting, engaged employees.

The Renaissance Youth Essentials Coordinator (I & II) positions are identity focused, innovative, and leadership oriented. Applicants with experience working with kids 6th-12th grade students are usually most successful in these positions. It is essential that interested applicants have a passion for long term service of youth and embody patience, work life balance, creativity, and are self-starting, engaged employees.

The YEP Youth Essentials Coordinator (I & II) positions are entrepreneurial focused, innovative, and leadership oriented. Applicants with experience working with kids 7th-12th grade students are usually most successful in these positions. It is essential that interested applicants have a passion for long term service of youth and embody patience, work life balance, creativity, and are self-starting, engaged employees.

Experience/Education:

- Ability to work with disadvantaged youth and/or distressed communities preferred
- Proficient with computers and Microsoft Office/Google Apps
- Familiar with SOAP (an acronym for subjective, objective, assessment, and plan) notes
- Demonstrate ability to network and advance the mission of the program
- At least a two-year or four-year degree or related work experience preferred (based on Level I or Level II position)

Required Knowledge, Skills and Abilities:

- Advocate for youth.
- Ability to work independent
- Maintain appropriate professional boundaries
- Strong alignment with REAP's mission and values including diversity, equity, and inclusion, along with our fundamental commitment to trauma-informed principles & practices and cooperative management.
- Must have excellent verbal, written and presentation skills
- Ability to exercise tact and judgment in working with a broad variety of people
- Value working in a multicultural environment

Duties and Responsibilities *(includes, but not limited to the following):*

- Facilitating REAP core programs at school site, including meeting with teachers & counselors to support academic, social & emotional learning of students.
- Attend on site program meetings including behavioral team meetings, REAP workshop meetings, equity team meetings and relevant all school staff meetings.
- Assist with the coordination of program reporting, including data compilation and analysis.
- Follow up with teachers and students on intervention plans.
- Liaise and collaborate with school partners for leadership activities & events.
- Research community leadership opportunities for students and manage program specific and community events related to leadership & business innovation.
- Support the coordination of program reporting, including data compilation and analysis.
- Facilitate 3 classroom visits a week to report school climate trends and student classroom support follow-up.
- Assist with the weekly caseload of 1:1 student advocacy meetings.
- Order supplies for programming
- Assist with other related work as needed by Program Management Team