



Position: Youth Program Coordinator (Middle School - In-School Program)

Reports to: Youth Program Manager

Status:

Non-exempt, 20-30 hours/week (with potential to convert to 40 hours full-time exempt status)

Hourly rate: \$21/hour

Benefits eligible (medical, dental, paid time off) if working 30 hours/week

Project: VISION is a nonprofit organization with a mission to help youth of Chicago's Greater Chinatown community achieve their full potential by providing them with tools for educational, personal, and civic development. PV serves over 350 middle and high school youth each year out of its two Chinatown youth centers as well as three local school-based sites. We are seeking a mission-driven, creative, and energetic individual to join our team and serve as a Youth Program Coordinator within our Middle School Program.

The ideal candidate is committed to our mission and has experience and passion for working with young people. They are also driven by a growth mindset and thrive in a fast-paced, impact-based work environment.

The Coordinator's role will focus on our new School Day Tutoring Program, a pilot initiative focused on supporting at-risk students at their schools to help them close learning gaps and achieve their academic goals. The primary responsibilities of the Youth Program Coordinator will include the following:

1. Work with the Youth Program Manager and collaborate with school staff to identify and enroll at-risk students in grades 4-8, understand their individual needs, and develop an academic support plan to help each student meet their learning goals
2. Coordinate daily operations of the program within 2-3 local school partners, including scheduling one-on-one and small group tutoring sessions (coordinating timing and space utilization)
3. Work closely with teachers and other school staff (such as interventionists) to obtain weekly lesson plans and ensure Tutors have clear plans and appropriate materials to implement sessions effectively
4. Develop enrichment activities (to be implemented by Tutors) that further improve students' knowledge, deepen understanding and allow them to practice skills in reading and/or math
5. With the support of the Program Manager, recruit, vet (interview), onboard, and supervise a team of 6-8 Tutors
6. Provide ongoing support to the Tutor team via regular team and one-on-one meetings, observations, and training opportunities that enhance their skills as tutors and mentors
7. Understand the program metrics that need to be captured for program evaluation and support program evaluation and continuous improvements by:
 - Ensuring students' daily activities are tracked accurately and thoroughly
 - Tracking daily student attendance and participation
 - Collecting data required, including quarterly grades and standardized test results
 - Reporting program data via PV or funder designated tracking and reporting tools

Other responsibilities include:

- Work with the Parent Engagement Coordinator to engage parents with regular communications and other supports
- Work with the Case Manager to identify youth who may need additional external services (e.g. supporting mental health, basic needs, etc.) and help coordinate access to resources as needed
- Attend and actively participate in team meetings
- Attend trainings regularly to stay abreast of best practices in youth programming as well as to meet funder requirements

Qualifications:

- Bachelor's degree required
- Minimum of 1 year of experience working with grades 4-8 youth (ages 10-14) required
- Proficiency with Microsoft Office tools and Google applications
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred
- Other qualifications for consideration will be:
 - Demonstrated strong interest in a nonprofit career in youth development
 - Values alignment with the organization, including commitment to its mission and goals and the issues of AAPI and immigrant youth and families and the local Chinatown community
 - Ability to problem solve, offering ideas and suggestions while working with team members to overcome challenges
 - Self-driven work ethic and resilience as demonstrated by exhibiting ownership of projects, taking initiative, and able to adapt to shifting priorities and needs of the organization
 - Strong organizational skills with attention to detail and capacity to manage multiple projects and occasional high volume of work with efficiency and without sacrificing quality
 - Positive attitude with ability to problem solve in the face of challenges and turn negative outcomes into learning opportunities
 - Comfortability with working independently but also able to work in a team environment and willing to ask for help when needed
 - Strong verbal and written communication skills
 - Experience managing others, including providing training, supervision, and feedback to team members

This position's working hours will likely be 9a-2p or 10a-3p as needed and will require travel to the school sites (in the Armour Square and Bridgeport neighborhoods) to coordinate activities.

To apply, please send a cover letter and resume to us via email at careers@projectvisionchicago.org.