



Position: Youth Program Leader

Reports to: Youth Program Coordinator

Status: 20-25 hours, Part-Time, must be available on Saturdays

Hourly rate: \$20-21

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 Leader within our Middle School Program.

The ideal candidate is committed to our mission and has experience and passion for working with young people. They will be responsible for supporting the Program Coordinator in planning and implementing engaging activities for middle school youth. This role requires creativity, independence, and the ability to work flexible hours, including weekends.

Key Responsibilities:

1. Program Planning:

- Assist the Program Coordinator in developing, organizing, and planning enriching programs and activities for middle school students that aim to help them explore diverse interests, develop social-emotional skills, and to connect with their peers and adult mentors as well as with the broader community.
- Contribute to the creation of a monthly schedule of activities and events.
- Ensure all programs align with the organization's mission and goals.

2. Activity Creation and Delivery:

- Design and implement engaging and age-appropriate activities, including STEM, arts, cultural, and sports/ recreational activities that cater to the interests and needs of middle school students.
- Facilitate and lead activities and assist the Program Coordinator with supervising youth, ensuring a fun, safe, and inclusive environment for all participants.
- Provide guidance and support to students and address and resolve issues or conflict that arise during program activities, fostering a positive and nurturing environment.
- Collect feedback from students to improve and adapt activities.

3. Facilitate After School Tutoring:

- Co-manage the after school tutoring program at the PV Center (50-60 students) or at a school-based site (20-30 students) with the Program Coordinator.
- Provide supervision and support to a team of 6-8 Tutor/Mentors and facilitate the daily workflow to ensure students are getting adequate academic support each day.
- Work with the Program Coordinator to plan and deliver daily enrichment activities to small groups of students.

- Function as a tutor by providing students with homework help, subject tutoring, and test preparation as needed
- 4. Administrative Support:**
 - Maintain accurate records of attendance, participation, and feedback
 - Assist in the preparation and distribution of program materials and communications
 - Prepare reports on program progress and outcomes for review by the Program Coordinator.
- 5. Supervise Support Staff:**
 - Assist the Program Coordinator with onboarding, training, and supervising program support staff and volunteers (including Tutor/Mentors).
 - Provide input on constructive feedback to program support staff and volunteers.
- 6. Weekend Availability:**
 - Weekends as required to support special events, field trips, and weekend programs.
 - Ensure availability for occasional evening activities and meetings.

Qualifications:

- High school diploma or equivalent; some college coursework in education, youth development, or a related field preferred.
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred
- Proficiency with Microsoft Office tools and Google applications
- Previous experience working with middle school youth in an educational or recreational setting.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Creative problem-solving abilities and a proactive approach to tasks.
- Flexibility to work some weekends and evenings as needed.
- CPR and First Aid certification preferred (or willingness to obtain).

Benefits:

- Competitive hourly wage.
- Opportunity to make a positive impact on the lives of middle school youth.
- Professional development and training opportunities.
- Supportive and collaborative work environment.
 - 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 support.
- 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 training regularly to stay abreast of best practices in youth programming as well as to meet funder requirements.

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