



Position: Youth Program Leader (High School Program)

Reports to: Youth Program Coordinator/Manager

Status:

Part-time (non-exempt), 15-20 hours per week

Starting from \$22/hour

Start date: June 15, 2026

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 500 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 Program Leader to support the Chicago Youth Service Corps (CYSC) program over the summer and ideally during the school year.

Chicago Youth Service Corps is a program that provides young Chicagoans with the opportunity to build leadership and professional skills through civic engagement and community service projects. In teams, youth analyze problems in their community and implement solutions to address those problems. Past projects include creating more greenspaces, implementing reproductive health workshops, and mobilizing community members to vote.

The ideal candidate will have a commitment to our mission, experience and passion for working with young people, and willingness to be flexible and responsive to the needs of a growing organization. Additionally, they will be committed to creating an inclusive, anti-oppressive space for youth of color. Finally, they will be available for after-school, Monday-Thursday (4 pm to 7 pm) and Saturday (9 am to 3 pm) programming.

The primary responsibilities of the Youth Program Leader will include:

- Collaborate with the team (Program Coordinators and Manager) to guide youth in designing and implementing high-quality community-based projects that reflect the program's mission
- Provide scaffolded instruction, timely feedback, and project management support to help youth meet the requirements and deadlines for project deliverables, encouraging each student's participation and leadership
- Foster an engaging and supportive learning environment by maintaining clear boundaries and expectations, and responding effectively to group dynamics and behavioral concerns

- Plan and facilitate dynamic, curriculum-aligned lessons focused on AAPI history and Chinatown’s cultural, social, and economic landscape
- Assist in the collection and organization of program data, including attendance records, participant surveys, and feedback for ongoing program evaluation and improvement
- Provide administrative support for various aspects of the CYSC program, ensuring smooth day-to-day operations
- Act as a mentor and role-model for youth by demonstrating professionalism, integrity, and a collaborative spirit in interactions with youth, staff, and community partners

Qualifications:

- Bachelor’s degree in Education, Social Sciences, or a related field OR a minimum of two years of relevant post-secondary education with a commitment to continuous learning
- Prior experience working with middle or high school students, particularly in urban settings
- Strong classroom management and group facilitation skills, with the ability to maintain high expectations for youth while providing the structure and scaffolding needed for them to successfully complete project deliverables
- Ability to design and facilitate engaging learning opportunities for youth, including workshops, field trips, guest speaker sessions, and project-based activities
- In-depth understanding of AAPI issues and familiarity with the Chinatown community’s cultural and social landscape
- Passionate about social justice and dedicated to fostering an inclusive, supportive, and empowering environment for all youth
- Technologically proficient, with the ability to incorporate multimedia tools and digital resources to enhance classroom engagement
- Excellent communication, organizational, and interpersonal skills, with the ability to build strong relationships with students, staff, and community stakeholders
- Dependable, professional, and collaborative team member who is punctual, self-directed, and committed to the program’s mission and goals

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