

Date Posted: 08/27/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: 21st Century Community Learning Center Activity Coordinator

Employer/Agency: Communities in Schools

Job Description: Under general supervision, coordinates, assists, and facilitates the development and implementation of academic, enrichment and recreational curricula for the after-school academic preparation program. Implements and coordinates the scheduling of daily activities and monitors individual and/or groups of students participating in a variety of after-school activities. Communicate with teachers, students, parents and school facilitators in order to ensure safe and effective program operations.

Qualifications: Associates Degree in social work, social sciences, psychology, mental health, education or a related field. Prefer individuals with 2 years experience with education, child care and/or experience that is directly related to the duties and responsibilities specified. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to plan, develop and implement development activities and programs for children. Ability to read, understand, follow and enforce safety procedures. Ability to lead, instruct, interact with and supervise children and adolescents of various ages. Ability to provide a supportive and caring environment for children. Knowledge of the application, safe usage, and maintenance requirements of relevant facilities and equipment. Ability to manage and provide for the health, nutrition and hygiene requirements of young children, and/or adolescents. Ability to gather data, compile information, prepare reports and maintain records. Knowledge of planning and scheduling techniques. Skill in the use of personal computers and related software applications. A strong commitment to the mission of CIS and willingness to maintain the standards, carry out the purpose, and adhere to the policies of Communities In Schools (CIS). Mature judgment to take initiative where appropriate, to recognize and handle confidential matters in a professional manner. Ability to work with minimum supervision; must be flexible, a self-starter, and a team player. Demonstrated ability in working with economically disadvantaged children and parents in a school setting. Bilingual English/Spanish preferred.

WORK ENVIRONMENT/ PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include: Sight, hearing, frequent standing, stooping, bending, kneeling, pushing and pulling, lifting and moving supplies weighing up to 50 pounds. The employee may be exposed to intermittent excessive noise and extreme temperatures as related to both indoor and outdoor program activities.

The employee must have the stamina to work with a multi-faceted workload and with youth, parents and volunteers in an educational environment.

Salary/Hours: DOE

Employer/Agency: Communities in Schools of SE Harris County
Address: 500 N Chenango St.
City, State, Zip: Angleton, TX 77515

Application Method: Email resume to dhayes@cistxjv.org

Opening Date: Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***