



Job Title: Community Educator Youth

Reports to: Teen Program Coordinator

Job Classification: Part-time, Non-exempt

Schedule, with times and days: Mondays through Fridays

Part-time is 2 pm to 7 pm

Compensation: \$15 hourly, based on certifications, education and experience

Benefits for employees regularly scheduled 30 hours to 40 hours per week:

- *Health, dental, vision, life, & long-term disability insurance,**
- *Paid leave and paid holidays,**
- *Childcare discount for before, during and after school,**
- *401K plan,**
- *Course reimbursement & paid professional development trainings,**
- *Employee assistance program, and**
- *A supportive family-friendly work environment.**

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Teen Program Coordinator and Associate Program Director, the Youth Lead Educator is responsible for the successful assisting in the implementation of programs for teen participants, ages 13-18. Responsible for driving the CHOOSE L.I.F.E. initiative through program implementation, providing leadership to staff, and engaging teens in leadership and development opportunities. Neighborhood House Teen on the Move Program is based on a Positive Youth Development model combined with a strong focus on Healthy Body/Healthy Minds, Environmental, Academic and Life skills. This position works closely with other managers, directors and other youth serving organizations. This position requires most evenings and some weekend work. You must believe in lifelong learning with a passion for working with youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with the youth to develop healthy leadership skill; leaders,
- Ability to teach evidence-based curricula at site and partner schools.
- Active behavioral support of students.
- Ability to implement trauma-informed care approaches in the group setting.
- Must be flexible, a good problem solver and a proven team player.
- Able to model a high degree of confidence and emotional regulation.
- Have the basic academic fundamentals to support and provide assistance with homework in the core academic subjects of math and reading.

- Assist with collection and input of program utilization data into the CAYEN/UNCOM database system, and evaluates efficacy of programs and activities.
- Provide direct services and support for various teen activities and programs.
- Assist with special events such as Safe Nights, community service events, outings, sports events, and food drives.
- Work with Facilities and other managers to maintain the cleanliness of organization, safety, and usefulness of all teen activity areas.
- Transport and chaperone participants to off-site activities.
- Assist with the implementation of other programs of the agency, as needed.

QUALIFICATIONS and EXPERIENCE: Two years or more of successful experience implementing programming for pre-teens and teens. At least 2 years' experience working with Central City youth in an urban community. Applicant must enjoy working in a fast paced and creative environment.

EDUCATION and/or Knowledge: Associate or Bachelor's degree in one of the following fields: Formal/Informal Education, Social Work, Psychology, Counseling, Human Services, Criminal Justice, Recreation or related field. Or 3 years or more working with Youth ages 13 to 18 years old. Demonstrate knowledge and interest in developing well rounded youth by actively engaging in programs integral to our CHOOSE LI.F.E. initiative. Have the ability to implement activities that will support youth with academic achievement, college preparation and career development.

LANGUAGE SKILLS: Strong written and verbal communication skills basic computer and typing skills, Spanish proficiency is preferred but not required. Should have some ability to assist development department with grant writing and reports; as well as, provide written materials for newsletters, and press releases.

MATHEMATICAL SKILLS: Competency in addition, subtraction, division, multiplication, and percentages sufficient to build and monitor program budgets. Also able to assist youth with homework help in the areas of Algebra is helpful but not required.

OTHER SKILLS and ABILITIES: Able to use basic office equipment such as computer, copier and fax machine. Skill in database management is required. Because this position deals with the transport of youth participants, must maintain at all time during employment a valid driver's license and meet all of NH driving policy requirements.

Valid Drivers license in good standing is required for this position.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee lifts, pushes, walks frequently, hikes climbs stairs (and other terrains) and runs.

WORK ENVIRONMENT: 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.

Environment includes working around youth, indoors in office and outdoors in a variety of settings and hot, moderate, and cold climates.

How to Apply:

Send resume and cover letter to Niki Espey, Associate Director of Programs, at hroffice@nh-milw.org

NEIGHBORHOOD HOUSE HISTORY AND IMPACT:

The Neighborhood House of Milwaukee inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership. Founded in 1945 as community center for urban youth, families and seniors, we expanded our service footprint and programming to include high quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support and environmental, music and arts education, recreational and sports activities for families and school districts throughout the Milwaukee metropolitan area. Most recently, we opened a Food Pantry following the unexpected closure of the only nearby one. It served more than 2,850 people in its first year. Finally, our 90-acre Nature Center in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

We believe the power of unleashing the full potential and full expression of one person has benefits that carry over into other aspects of life, including a better sense of belonging to self and community. Whether we are a safe refuge or a pathway for more opportunity, all those served have the same access to our diverse community of exceptional childcare and educational enrichment designed for long-term success.

Much more program info is available at www.neighborhoodhousemke.org/

Neighborhood House is an AA and Equal Opportunity Employer