



Standard Job Description

Agency Description

Our organization is a nonprofit whose mission is to help first generation students graduate high school and successfully transition into post-secondary education or the workforce. We are seeking a dedicated, talented program coordinator to support our middle and high school students. Our program meets Monday-Friday from 3:00-7:00pm. This is a full-time position.

Job Responsibilities

- Plan and facilitate daily program activities
- Track daily attendance in organization database
- Help students with daily homework assignments, college applications and scholarship forms
- Plan 3 college visits per year for the students
- Meet with parents each semester
- Connect with high school counselors to support students
- Attend weekly staff meetings and monthly supervision sessions

Requirements/Qualifications

- BA in education, human services, social work or another related field
- At least 3 years' experience working with youth
- Experience working with urban youth
- Strong communication skills
- Ability to work independently and with others
- Team player
- Hard worker
- Must be able to pass a TB and background check
- If not already CPR/First Aid certified, our organization will provide training

Salary

Salary is commensurate with experience

How to Apply

Send your cover letter and resume to HR at HR@afterschool.com. No phone calls please.



Updated Job Description

Agency Description

Our organization (website link) is excited at the possibility of working with you in our college-support program. We have worked in the Greensboro community for the past 15 years serving over 750 students, 95% of which have worked hard to graduate high school. Every year, we help nearly 50 students successfully transition into their post-secondary lives. We are dedicated to our students and families and are looking for someone who is driven to empower and support our students and families.

We Value

- Honesty
- Accountability
- High expectations
- Community

Our Goals

- 100% of students will graduate from high school each year
- 100% of students will enroll in higher education or be employed within 3 months of graduation

We Offer

- The opportunity to work with amazing students and their families in the Greensboro community
- Monthly in-house professional development opportunities as well as annual conferences
- Weekly supervision where you will receive direct, honest, valuable feedback to grow
- Full health insurance, tuition reimbursement, flexible morning hours and up to 25% of WFH
- Monthly staff meetings where we will support and learn from one another
- Space for your voice and ideas to be heard
- Opportunities for promotion with 6 months of hiring
- The chance to do something impactful and important

We Are Looking for Someone Who

- is willing to make mistakes, ask questions, be challenged and grow
- believes in every child's potential
- wants to learn
- is willing to be coached

Compensation

- The range for this position is \$48,000-\$52,000 per year. Each year, staff can receive up to 6% salary increases through performance-based raises and bonuses.

The Process

- We anticipate our hiring process taking 2-3 months. If we do not find a mutual fit, we will keep looking until we do.
- There are 3 steps to our hiring process- a phone conversation, an in-person lesson prepared and delivered by you to our students, and a panel interview with members of our community.

How to Apply

Please let us know what about this position appeals to you, what you hope to contribute to our organization and how you hope to grow during the process. You may do this through writing, drawing, video or song. Send all submissions to HR@ourafterschoolprogram.org. Thank you so much for considering us.