



**Job Title:** Elementary School Senior Youth Coordinator  
**Department:** Education and Youth  
**Schedule:** 40-hour week, Monday – Friday 9:30 AM to 5:30 PM Daily  
**Supervisor:** Education and Youth Manager  
**Exemption Status:** Full-time, Non-exempt

## GENERAL DESCRIPTION

The Elementary School Senior Youth Coordinator is a direct service staff member who oversees the development of program activities and grant compliance of the afterschool program. The Senior Youth Coordinator is responsible for the development, implementation, and supervision of staff, operations and activities in the elementary school program. The New American Pathways Youth Program includes but is not limited to the afterschool program and the summer program.

## KEY RESPONSIBILITIES

- Responsible for the organization, implementation, operation, assessment and evaluation of New American Pathways afterschool program and support services during summer program.
- Supervise afterschool operations at two elementary school sites.
- Oversee development of curriculum and lessons created by two Curriculum AmeriCorps Member to engage student learning and development, particularly in the areas of life skills, literacy, and enrichment activities.
- Administer standards of positive behavior supports and discipline for the purpose of ensuring the safety and well-being of all students.
- Determine ongoing needs/interests of students and school staff; revise programs to meet emerging needs/interests.
- Recruit, hire, train, and manage school site program staff, AmeriCorps Members and interns, including formal evaluation and assessing their needs for ongoing professional development.
- Conduct annual performance evaluations of staff and interns.
- Prepare or supervise the submission of all required reports in a timely manner and maintain accurate and updated records, forms, and files for the New American Pathways Youth Program.
- Provide monthly database entry for monthly reports, tracking student attendance and student individual goals.
- Develop and lead staff trainings.
- Liaison for program and community partners.
- Assist school liaisons with communication between afterschool and families.
- Ensure compliance of all approved grants.
- Responsible for maintenance, security, and accountability of all Youth Program supplies, equipment, and property at the school site.
- Serve as the Youth Program's mandatory reporter of child abuse and child neglect cases.
- Advocate for refugee youth and represent the program to donors and when working in cooperation with other organizations serving youth.
- Other responsibilities may be assigned, as needed.



## SKILLS AND COMPETENCIES

- Bachelor's Degree in Education or related field and a minimum of two years of experience working with youth (experience working with English Language Learners a plus).
- Experience in youth development programming
- Proven organizational, leadership, supervisory, and interpersonal skills.
- A personal passion to assist refugees and immigrant students and parents with their efforts to gain and maintain self-sufficiency through education
- Ability to work with a wide diversity of individuals and be sensitive to all cultures, ethnicities, and religious backgrounds.
- Ability to advocate on behalf of refugee youth.
- Excellent written and verbal English communication skills.
- Experience with program evaluation methods and application
- Ability to work with others in a variety of circumstances
- Proficiency in Microsoft Office Software, including spreadsheet and database management.
- Must have valid Georgia driver's license, insured vehicle, and drive own vehicle.
- Submit to criminal background check.

## COMPENSATION

This is a full-time, salaried position with an annual salary range of \$32,000-\$36,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply for this position, email your resume to [careers@newamericanpathways.org](mailto:careers@newamericanpathways.org) indicating Elementary School Senior Youth Coordinator in the subject line. No phone calls please.

**New American Pathways is an Equal Opportunity Employer.**