

Job Description

Title: Youth Program Coordinator

Reports to: Executive Director

About *architresures*:

Since 1996, *architresures* has worked to reduce social isolation and improve neighborhoods by partnering community members and creative professionals to implement design-based solutions to issues facing communities. This unique partnership allows community members to play a driving role in planning and implementing changes in their communities. The result is both a positive impact on the community and the individual participants who are empowered to create positive change themselves.

Program Description:

During Chicago Public Schools (CPS) Spring, Summer and Winter breaks *architresures* will hold youth camps at the Barbara Jean Wright Courts (BJW), a 272 unit affordable housing complex located in Chicago's University Village neighborhood. Camps are free of charge to all BJW residents aged 5-14, with a maximum capacity of 30 youth.

Goals of the *architresures* camp are to strengthen bonds between residents, to activate outdoor community spaces with positive youth activities and to engage residents in creative community building. To meet these goals, *architresures* staff work in direct partnership with the residents of BJW to plan and implement all aspects of the camps. In doing so, *architresures* hopes to further the personal and professional development of BJW residents so that they can pursue further growth opportunities in the field of youth development.

Position Description:

The Youth Program Coordinator is responsible for working collaboratively with the Camp Supervisor and Camp Counselors to oversee the entire process of planning, implementing and evaluating the 3 *architresures* Youth Camps. This process will include, but is not limited to: interviewing and hiring all members of the Camp Team, scheduling field trips, coordinating food service, ordering supplies, and providing support to the Camp Supervisor and Camp Counselors in their planning and implementation of activities, and their engagement and supervision of youth. This position is responsible for all documentation related to Youth Camps including photo and video documentation, application forms and permission slips, timesheets, and evaluation forms.

Duties and Responsibilities:

- Assist *architresures* staff in interviewing and selecting all members of the Camp Team
- Plan and facilitate training workshops for camp staff
- Perform general personnel functions, such as supervision, training, and scheduling
- Provide necessary support, feedback, and direction to Camp Supervisor and Camp Counselors during their planning of all camps, activities and field trips
- Maintain a safe and sanitary environment
- Procure camp supplies on a weekly basis
- With Camp Supervisor, interact with parents and guardians of enrolled youth to address concerns
- Recommend and initiate measures to discipline children or control their behavior as needed
- Act as a liaison between Camp Staff and property management

- Organize and participate in recreational activities and outings, such as games and field trips
- Participate in weekly *archi-tresures* staff meetings and report on camp activities
- Participate in weekly discussions and professional development activities with Camp Staff
- Complete weekly notes documenting performance of Camp Supervisor and Camp Counselors and steps taken to support their development
- Provide photographic and narrative documentation of camp on a weekly basis
- Perform Camp Counselor and/or Supervisor roles as needed
- Complete thorough program evaluations and exit interviews with Camp Staff, youth, parents, *archi-tresures* staff and all relevant stakeholders

Qualifications:

- Minimum Bachelor's Degree in Education, Social Work, Counseling or related field
- At least 1 year of experience working with a child care or non-profit organization preferred
- Submit to a background check prior to the designated start date (paid by *archi-tresures*)
- Submit to a drug test prior to the designated start date (paid by *archi-tresures*)
- Complete first aid/CPR training and submit documentation of this completion prior to the designated start date
- Complete the Illinois Department of Child and Family Services Mandated Reporter training and submit documentation of this completion prior to the designated start date
- Proficiency with Microsoft Office and related computer software
- Must possess a valid US driver's license
- Ability to understand, provide and execute written and verbal instructions
- Comfortable working with youth as young as 5 years old
- Possess an outgoing and friendly demeanor

Duration:

Seasonal, as needed. Must be available during all scheduled camp activities: Monday—Friday from 9:00 AM – 5:00 PM over the following dates:

1. April 18, 2016 – April 22, 2016
2. July 5, 2016 – August 12, 2016
3. December 26, 2016 – January 6, 2017

Compensation: Negotiable, based on experience

Application Procedure:

Interested applicants should submit a resume and cover letter electronically to joyce@architresures.org no later than March 30, 2016. Qualified applicants will be called in for an interview and should be prepared to submit 3 references with contact information.

archi-tresures provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual preferences, national origin, age, handicap, or veteran's status in accordance with applicable federal and state laws.