



Afterschool Program Worker Job Description

At LUCY Outreach we empower our youth on their journey to become community leaders by providing programs that offer a safe haven, and support their educational, social, emotional, and physical growth.

Respect – We listen with empathy and respect, and treat each other with kindness and dignity.

Resilience – We are passionate and tireless in pursuit of our mission to help youth to persevere through all obstacles.

Safety – We provide safe spaces and experiences that enhance the social, emotional, and physical well-being of the youth.

Empowerment – We believe youth have boundless potential and we invest in them to create a brighter future for our communities and our world.

Inclusivity – We celebrate the diversity of the youth, and provide access to opportunities where they can explore and apply the power of their unique experiences.

Ninety-four percent of LUCY participants live at or below the poverty line, attend underperforming schools and have limited access to higher education and fair wage employment opportunities. Ninety-five percent of LUCY's College and Career Academy participants are first generation students. LUCY is recognized as an LGBTQ+ safe space, hosting "Haven," a support program with Cooper Medical School. Since LUCY's founding in 2007, all 480 now active high school seniors participating in the program have graduated high school and entered college and/or the workforce.

POSITION OVERVIEW

The primary purpose of the **Afterschool Program Worker** is to support LUCY Outreach in offering multi-lingual, culturally responsive services to youth in grades first through eighth. In helping LUCY fulfill its mission, the Coordinator and Team Lead will utilize developmentally appropriate best practice methods to develop, implement and supervise comprehensive and innovative afterschool programming, which ensures the safety and well-being of each youth by responding to their emotional, social, physical and educational needs, and helps them meet their academic and social potential.

The ideal candidate will have a minimum of two years working with children or teens.

This is a full-time, non-exempt position, requiring 40 hours, Monday through Friday (~11am-7pm) to accomplish the goals and deliverables of the position. The position will at times require evenings and weekends.

KEY RESPONSIBILITIES

- **Oversee Youth Scholars in Afterschool Program**
 - Assist with homework tutoring and program activities
 - Manage quality assurance through evaluation and assessment
 - Build relationships within community with parents, schools & community organizations to include meetings, presentations & events
 - Plan menu and serve healthy snacks before each session
 - Maintain clean, organized and safe environment
 - Participate in program evaluation and reporting including utilization of Salesforce for registrations, sign-ins, session notes, youth notes, Individualized Service Plans (ISPs), Report Card collection and data tracking
 - Marketing & recruitment to include coordination of social media accounts
 - Attend staff meetings and assist in the evaluation of programs
 - Attend in-service trainings
- Provide office coverage as assigned by the Afterschool Program Coordinator/Team Lead.
- Provide weekly updates to Afterschool Program Coordinator/Team Lead.
- Participate in performance evaluations of this position as directed by the Afterschool Program Coordinator/Team Lead.

REQUIRED SKILLS & ABILITIES

- Commitment to and passion for the mission of LUCY, and ability to model its values
- Competent with Microsoft Office and Google Business Suite
- Social media (Instagram, Facebook, Remind & Twitter)
- Excellent organizational skills with strong attention to detail
- Ability to master Salesforce software
- Be a “self-starter” and goal driven to create innovative and creative programs.
- Be organized and exhibit “follow through” on tasks and goals.
- Have a positive attitude, show concern for people and community, demonstrate presence, self-confidence and good listening ability
- Knowledge and understanding of issues and dynamics within families in crisis, as well as childhood trauma and trauma-informed care
- Familiarity with Camden or a similar urban environment
- Experience with program/event development and execution
- Public speaking
- Management of large groups of Scholars

- Comfortable handling disciplinary situations with Scholars
- The ability to work cooperatively with different types of personalities
- Time management & task prioritization
- Conversational Spanish (preferred)

EDUCATION & EXPERIENCE

- Bachelor's degree
- Minimum of two years working with children or teens

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and walking
- Willing and able to participate in physical activities with Scholars
- Must be able to lift up to 25 pounds at times

WORKING AT A YOUTH-SERVING ORGANIZATION

All staff are required to be fingerprinted, background checked, and attend a Child Assault Prevention training prior to employment.

SALARY/BENEFITS

The salary range for this position is \$38,000-45,000.

Additional employee benefits include, but are not limited to:

- PTO
- 403B with 3% match
- Health insurance
- Professional development opportunities and memberships
- Great culture and opportunity for growth

LUCY is an Equal Opportunity-Affirmative Action Employer. We celebrate all forms of diversity, and are committed to diversity in the workplace, and creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal state or local laws.

For more information or to apply, please send a cover letter and resume to accounts@lucyoutreach.org