



## **POSITION ANNOUNCEMENT**

### **Education Coordinator**

Kent Youth & Family Services is currently recruiting for an Education Coordinator to manage the ELL, tutoring, homework help and academic programs at the Youth Centers of Birch Creek, Cascade and Valli Kee King County Housing Apartments. This is a part-time, non-exempt position.

#### **RESPONSIBILITIES:**

- Assist with the development, implementation and supervision of the educational programs and activities including homework assistance and tutoring for youth and ELL instruction for youth and adults at Birch Creek, Cascade, and Valli Kee community centers.
- Create and maintain database of youth in programs to include progress, attendance and specific demographic information.
- Complete understanding of SES program rules and regulations.
- Network within community to determine needs and resources available for use in program development and volunteer recruitment.
- Maintain communication with Kent School District, parents and youth in program.
- Responsible for site reports, daily site attendance, and other required reports/records.
- Provide vision and support for center volunteers to engage in continuous improvement of services.
- Work with Outreach Manager in scheduling volunteers, staff and community service workers involved with education programs.
- Assist Outreach Manager to meet funders/grantee regulations and maintain contract compliance.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Education or related field preferred or equivalent experience.
- Experience in ELL instruction.
- Two years working with youth.
- Must be a mature, responsible and positive role model for children and youth.
- Must have good communication skills and the ability to interact positively with youth, the community residents, other staff, and service providers.
- Must be able to provide direct leadership and supervision of youth.
- Must have or acquire a CPR and first aid certificate.
- Must possess valid WA State driver's license and have acceptable driving record.
- Experience working with low-income, culturally, and racially diverse youth and their families preferred.
- Must successfully pass FBI criminal back ground check.

#### **HOURS & Compensation:**

- 30 hours per week.
- In accordance with KYFS wage structure and DOQ
- Medical, dental, vision, disability, life and 403b benefits.

#### **WORKING CONDITIONS:**

- Must be willing to work a flexible schedule. Some evenings and weekends required.
- Must be able to travel to meetings and sites in personal vehicle.
- Must be able to work with a large group of diverse youth and withstand increased noise levels.
- Must be able to lift 60 pounds.

**OPENS:** September 16, 2011

**CLOSES:** September 30, 2011 or when filled.

**TO APPLY:** Please submit a cover letter and resume to: Outreach Program Manager, Kent Youth & Family Services, 232 2<sup>nd</sup> Ave S, #201, Kent WA 98032 or email [cyoonm@kyfs.org](mailto:cyoonm@kyfs.org).

Kent Youth & Family Services is committed to Equal Employment Opportunities

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