

**GAPBUSTER, INC BUILDING SCHOLARS FOR THE FUTURE**  
**JOB DESCRIPTIONS**

**POSITION TITLE:** YOUTH PROGRAM COORDINATOR/DIRECTOR

**POSITION SUMMARY:**

Incumbent will be an experienced, competent and caring person to develop and manage a comprehensive extended day youth development program for at-risk school age youth. As Director of Youth Development, this individual will be responsible for coordinating the development and implementation of an after school and summer youth program that integrates the resources of GapBuster, Inc and other community stakeholders.

**RESPONSIBILITIES:**

- Work with executive leadership and staff to design a cohesive and comprehensive youth development program for youth in grades 6<sup>th</sup> to 10<sup>th</sup>, utilizing the resources of GapBuster, Inc and other stakeholders.
- Develop and implement planning and project management processes to ensure the effective coordination and integration of the programs that address at-risk behaviors.
- Provide the GapBuster, Inc after school learning center and other program staff with resources and day-to-day supervisory support necessary for them to effectively implement learning programs.
- Collaborate with educational unit, parents, community leaders and CBO's to ensure a common mission, mutual goals, and shared decision making for the effective coordination of program schedules and related events for youth and families.
- Manage the development and maintenance of the GapBuster, Inc learning center: hardware and software purchases, installation and support, instructional materials, physical plant.
- Assist with funds development for educational programs and youth programs.
- Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance the development of the GapBuster learning center.

**QUALIFICATIONS:**

- Bachelor's degree minimum, Masters preferred
- Leadership and management experience in a youth services, family support or K-12 Educational setting
- Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community
- Highly positive and enthusiastic style capable of motivating others
- Skills and energies to build a team and lead effective staff development and training
- Bilingual (English/Spanish) candidates strongly preferred

**SKILLS & EXPERIENCE:**

- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development
- Excellent project management and planning skills
- Excellent written and verbal communication skills

- At least three years experience in an administrative or managerial capacity in an organization that provides direct services to youth
- Experience and competencies in working in a multiracial, multicultural environment
- Experience and/or understanding of the development of educational programs in nonprofit or K-12 settings
- Experience with and/or understanding of the application of information technology to educational programs for youth in nonprofit or K-12 settings

**KEY WORKING RELATIONSHIPS:**

EXTERNAL: School Administrators, Counselors, Teachers, Parents, Business Leaders and Human Service Agencies

**SUPERVISORY SCOPE:**

Youth Program Assistant, Case Managers, Educational Consultants, Staff Evaluation

**SPECIAL REQUIREMENTS:**

Car, Flexible Hours

**POSITION TITLE: YOUTH PROGRAM ASSISTANT (PART-TIME)**

**POSITION SUMMARY:**

The Youth Program Assistant works under the immediate supervision of the Director of Youth Programs and other Program staff. S/he will be primarily responsible for all the Programs office and administrative support year round.

**RESPONSIBILITIES:**

- Assist the Director of Youth Programs and the Program Staff with the collection, organization and filling of all the youth paperwork.
- Responsible for accurate and timely data entry as well as the maintenance of the program shared drive on the network.
- Track the necessary measures/statistics necessary to assess program effectiveness and report the results.
- Assist with tracking of measures/statistics necessary to assess program effectiveness and report the results.
- Providing access to the different facilities/spaces for the Resource Staff and youth.
- Providing coverage for the classes when needed.
- Working on the logistics for both community or program events.
- Being able to attend the fieldtrips with the youth to assist and support the Program Coordinator/Director as needed (co-chaperone).
- Make all the necessary phone calls to the youth and their parents in both, English and Spanish.
- Assists with the coordination between partners, area schools, community-based organizations and community members/volunteers.
- Maintains communication with participants' parents/guardians and schools.
- Participates in staff training and development activities as well as staff meetings.
- Participates fully in GapBuster, Inc community events,.
- Carries out ad hoc duties which may be required to ensure GapBuster, Inc maintains its effectiveness.

**QUALIFICATIONS:**

- High School Diploma or equivalent. Associate's Degree in Education or Bachelor's Degree preferred.
- Experience working in community-based settings.
- Able to work with children and people of diverse ethnic, cultural and socio-economic backgrounds.
- Be sensitivity to cultures, racial, ethnic, class and other differences among people.
- Computer literate: working knowledge of Microsoft Office, Internet navigation tools, etc.
- Excellent organization and planning skills.
- Attention to detail.
- Excellent written and verbal communication skills.
- Bilingual (English/Spanish) candidates strongly preferred.
- Prior experience teaching/earning programs for youth in nonprofit or K-12 settings.

- Experience coordinating youth technology and social justice programs (graphic arts, digital story, health education, urban stewardship, college and career readiness, and outdoor adventure)
- Knowledge of key youth development issues, education and health-education principles.
- CPR/First Aid Certified.
- Ability to work under tight deadlines.
- Ability to work a flexible schedule (some night and weekends may be required).
- Highly positive and enthusiastic, capable of motivating others.

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

**POSITION SUMMARY:**

The Administrative Assistant works under the immediate supervision of the Director of Youth Programs and Executive Director. S/he will be primarily responsible for all the Programs administrative and office work. Year 1 this person will work full-time to assist with the program start-up. Years 2 and 3 they will only be paid half-time from this grant.

**RESPONSIBILITIES:**

- Assist with program start-up and essential program task
- Assist in the formulation and implementation of procedures as well as administrative and program planning, including research for special projects.
- Will develop correspondence and assist in the preparation of the office newsletters.
- Relays directives to personnel and follows up on the completion in accordance with delegated responsibility.
- Receives and handles inquiries, complaints and requests concerning program activities.
- Relieves office and management personnel of any details not requiring their personal attention.
- Schedules appointments, organizes files and prioritizes tasks as needed for office/admin staff
- Enters and transmit data and generates reports.
- Maintain office filing and storage systems.
- Keep filing/document management system for electronic and paper documents organized
- Monitor and order office supplies.
- Distribute/file all incoming mail.
- General reception duties. Receive and return calls as appropriate.
- Will support the Program by providing administrative support to the Program Director and Assistant, which include generating reports, calling and follow-up with parents, and students.
- Any other duties that may be required to ensure the smooth operation of the grant

**QUALIFICATIONS:**

- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software.
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Good oral and written communication skills
- Self starter who can work independently
- Skill in establishing priorities and managing workload
- Ability to follow directions
- Professional attitude and appearance
- Minimum three years office administrative experience.
- Bi-lingual (Spanish and English proficiency) required

