



## **ABOUT UNITED SOUTH END SETTLEMENTS**

*United South End Settlements (USES) builds upon its history as one of the long-standing settlement houses to provide holistic and integrated services to children, teens, adults, and seniors through programs in art, education, technology, and social services. USES is committed to its motto of “neighbors helping neighbors” and works with its neighbors to be the living room of the community. Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at [www.uses.org](http://www.uses.org).*

### **After School Program Coordinator**

Reporting to the Director of Youth and Family Engagement, the After School Program Coordinator leads our licensed, year round school-age program. Overseeing the day-to-day operations, s/he is passionate about providing a safe, nurturing environment in which youths’ social, emotional, educational and physical growth is paramount. To fully integrate art and culture and outdoor environmental learning into the curriculum and programming, the Coordinator works closely with the Children’s Art Centre Coordinator and Camp Hale Director. The Coordinator is part of a holistic youth-centered program team with the goal of helping every youth and their family advance socially, educationally and economically. S/he ensures the program meets all state licensing requirements and makes steady progress on the MA QRIS. As a member of the Youth and Family Engagement leadership team, the Coordinator will be an active leader in fostering a culture of collaboration and excellence both within and outside of the program.

### **QUALIFICATIONS**

1. Meet DEEC School-Age Program Administrator Requirement
2. Thorough knowledge of EEC licensing and QRIS standards.
3. Strong supervision, organizational and time management skills
4. Experienced teaching and leading groups of youth.
5. Knowledge of BPS and Common Core.
6. Demonstrated commitment to creating an inclusive environment for children and families.
7. Ability to make sound decisions in difficult and crisis decisions.

### **RESPONSIBILITIES**

#### **Program Leadership and Management**

1. Responsible for direct oversight of After School and Teen Employment programs.
2. Supervise and coach ASP group leaders and Teen Program staff.
3. Directly and indirectly facilitates classroom coverage and child after school pick-up.

4. Creates and sustains a safe environment for all and supports staff in maintaining positive discipline that emphasizing personal safety and emotional well being of children, parents, and staff at all times.
5. Leads team in planning and strategy for structuring and enhancement of Summer Day Program.
6. Works in collaboration with Operations Manager to enroll participants, facilitate fee collections and ensure participant records are complete.
7. In collaboration with the Senior Director of Youth and Family Engagement, creates and monitors budgets, tracks and reports on program impact and aligns programs to USES strategic goals.

#### Community and Family Engagement

1. In collaboration with Youth and Families team, coordinates and implements community and family engagement opportunities including monthly parent meetings.
2. Builds and maintains consistent communication between staff, families, and external partners.
3. Engages families in the program design and evaluation.
4. Maintains external partnerships that enrich curriculum and youth's experiences.
5. Coordinates with Teen Employment partners (BYF, ABCD, PIC, etc.)
6. Accepts other duties as assigned

#### Quality and Impact

1. Oversees DEEC licensing and maintains program in good standing.
2. Makes steady progress in DEEC QRIS standards.
3. Ensures the development and implementation of curriculum that fosters creativity, cultural awareness, educational growth and social/emotional well-being
4. Fully participates in the tracking and reporting of individual outcomes and program impact.
5. In collaboration with the Director of Youth and Family Engagement, aligns program impact to overall USES strategic goals.

#### PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to climb, balance, stoop, reach, stand, walk, lift, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly
- Work requires close visual acuity

Position is not substantially exposed to adverse environmental conditions

*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)**

**In the subject line, please specify the position to which you are applying.**

**No phone calls, please.**