



Franklin Wright Settlements

EST. 1881

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Monique Marks, LMSW - President & CEO

Job Description Youth Program Lead

General Description: Under the direction of the Director of the Afterschool Youth Program and/or the designee, the Youth Program Lead is responsible for the daily operations of the program. Duties are shared with the Afterschool Youth Program Coordinator, volunteers, and interns.

Responsibilities

- Chaperon youth on field trips and during out-of-school time program.
- Accurately keep programming records and report youth progress to interested stakeholders (parents, school, Director of the Afterschool Youth Program, VP of Operations, etc.).
- Distribution of daily meals in a clean arid safe environment.
- Train children and families in behavior modification techniques and daily living skills.
- Encourage local youth to participate in regional and territorial programs.
- Identify areas where new programs are needed.
- Collaborate with existing organizations to enhance youth programming.
- Remain objective and maintain good conduct and behavior befitting a person of the position of leadership.
- Willingness to drive a 12-15 Passenger van to transport youth program participants.
- Must be able to transport youth to various events with agency vehicles.
- Perform other applicable duties as assigned by program leadership and/or Franklin Wright Settlements Inc., leadership (VP of Operations and/or President & CEO).

Qualifications

- High school diploma or G.E.D.
- Must have at least two (2) years of youth/teen program experience.
- Experience watching 10 plus children at one time and demonstrating authority.
- Valid driver's license and reliable transportation (preferred).
- Experience in working with urban and underserved/underrepresented youth, families, and communities (preferred).
- Proficiency in MS Office Suite.
- Experience meeting tight deadlines (preferred).
- Experience in program recruitment/retention (preferred).
- Must be able to clear a National Criminal History check, Michigan State Police clearance check, sex offender check, fingerprint clearance, and other required clearances.