



Teen Outreach Program Coordinator

Connecting for Children and Families (CCF)

Part-time

CCF is seeking a part-time (8-10 hrs./wk.) Teen Outreach Program (TOP) Coordinator to implement the TOP program for middle and high school youth in Woonsocket, RI.

Wyman Center's TOP program is based on a life skills curriculum for students in grades 6-12 that promotes positive youth development, community service learning, and supportive relationships with adults. In TOP, students develop social-emotional skills, build healthy relationships and community connections as well as gain a sense of purpose and develop leadership skills.

Responsibilities:

Facilitate TOP on a weekly basis after school during three, eight-week cycles during the school year for middle and high school youth.

Coordinate after school program activities and summer programming by integrating team building curriculum to promote positive outcomes on students' social, emotional and physical development.

Guide students through the process of completing a community service learning project during the school year and summer.

Provide an emotionally supportive environment where students have a voice.

Work closely with Site Coordinators at the middle and high school level on afterschool programs, summer programs and other related school, service learning and community events.

Participate in RI Department of Health's TOP training.

Recruit students to participate in TOP.

Administer online pre and post surveys to students participating in TOP.

Enter club and student data into Wyman Connect including lesson plan information, community service learning hours, and attendance on a weekly basis.

Submit monthly TOP reports as required by the RI Department of Health.

Represent Connecting for Children & Families at community/school meetings necessary for the grant.

Requirements:

- Some college courses in Youth Development, Adolescent Health, Social Work or related field preferred
- Experience working with middle and high school youth
- Must be a self-starter and have excellent organizational skills
- Excellent verbal and written communication skills

- Proficient in Microsoft Office

This position reports to: Director, Out of School Time

Please send resume and cover letter to: scosta@ccfcenter.org

For more information on CCF, please visit ccfcenter.org

Connecting for Children and Families is an Equal Opportunity Employer.