

World Relief

Children and Youth Coordinator

Description

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

Are you passionate about working with immigrant youth of all ages and their families? Join our Children & Youth Services team in welcoming newly arriving refugees, asylum seekers and other immigrant youth, by coordinating, providing structure, and leading all K-12 after-school clubs and summer programming while also providing essential case management services for children birth - 5 years of age through community referrals and parent education.

ESSENTIAL FUNCTIONS:

K-12 After School Clubs

- Planning and implementation of after school clubs promoting academic and social emotional skill advancement. After school club coordination include: safety protocol; family school, and volunteer communication; organizing club locations and times
- Organize transportation to/from club sessions for eligible students: drive students in 15 passenger van and coordinate/supervise intern drivers
- Work closely with the Children & Youth Specialist to identify newly arrived students and facilitate their club enrollment and participation; Coordinate with other office staff as needed
- Coordinate and provide leadership for volunteers by conducting trainings, leading pre-club meetings, directing, and guiding during club sessions, communicating regularly, and offering ongoing support
- Ensure that student attendance is taken each week and reported accurately; formalize structural procedures according to program growth and development
- Prepare and submit monthly program reports and other reports, as requested
- Communicate with parents and students by doing home visits and/or phone calls to update parents about upcoming activities and student progress
- Participate in weekly program meetings and others as needed

Early Childhood Case Management

- Conduct a service plan for children birth–5 years, then implement, coordinate, monitor and evaluate that plan
- Refer and assist with the enrollment of eligible children into preschool
- Conduct home visits regularly to assess and evaluate the implementation of the family plan
- Lead parent/child groups
- Educate parents on developmental milestones and work towards achieving them
- Provide parents with an early childhood orientation and additional parent education
- Refer parents to community resources for their child’s needs
- Assist with the planning and implementation of car seat trainings for clients
- Collaborate and communicate with Immigrant Family Services and other WRC staff
- Advocate for families
- Participate in weekly tracking team and other required meetings
- Maintain data of client and volunteer records using Excel and Dynamics databases
- Manage volunteers, interns, and/or work-study students
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Technical Skills
- Social-Emotional Skill Development Experience
- Initiative and Independent Work
- Manage Competing Priorities
- Organizational Skills
- Interpersonal Skills
- Communication Skills (oral and written)
- Teamwork
- Fluency in Arabic, Nepali, Swahili, Dari, French preferred
- Cross cultural experience preferred
- Bachelor’s degree preferred
- Knowledge of World Relief
- Confidentiality and Professionalism

REQUIREMENTS:

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Desire to serve and empower the Church to impact vulnerable communities
- Experience working with children and youth

- Afternoon hours availability
- (Very active position) requires a lot of physical activity
- Valid driver's license and car

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information
- The employee frequently is required to sit, reach with hands and arms, talk and hear