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### **Our Mission**

Our mission is to work with neighborhood residents and partners to create a vibrant and thriving community through empowerment and advocacy while meeting basic needs.

### **Our Vision**

Our vision is to create an equitable and empowered community.

### **Our Values**

The Cameron community is:

*Trustworthy Caring Respectful Dedicated Effective*

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## **Position: K-6<sup>th</sup> Youth Program Director**

**Reports to:** Executive Director

**Hours:** School Year hours: 10:30am-6:30pm, Summer Hours: 8:00am-4:00pm

**PROGRAM DESCRIPTION:** Cameron Community Ministries' Youth Program is an academic and enrichment focused afterschool program that serves youth in grades K-6. Youth receive homework assistance, are engaged in fun and educational activities, and are served snacks and a meal.

### **KEY RESPONSIBILITIES**

#### **Program Operation & Management**

- Supervise up to four K-6th Program assistants
- Complete and conduct beginning and end of year observations and reviews of K-6th staff
- Hold monthly 1:1 check-in w/ youth program assistants
- Create developmentally appropriate learning activities, games, and meetings
- Create a monthly calendar of structured activities for the K-6th Program
- Lead Freedom School Summer Program for 6 weeks
- Complete and maintain needed paperwork and forms
- Implement positive behavior management plan and redirect youth behavior when necessary
- Promote strong communication with families of participants
- Implement special events including holiday preparation
- Keep updated statistics in Cameron's Apricot database
- Supervise volunteers and Interns; train interns effectively, build their job and service skills and complete required evaluations
- Participate in hiring of new K-6th staff members when necessary
- Facilitate field trips and coordinate transportation
- Organize and plan special event days such as career days, college fair days, talent shows, family and community engagement nights, etc.
- Conduct R&R Program 4-6th graders
- Other administrative duties as assigned

#### **Professional Development & Program Development**

- Participate in Youth Program Quality Assessment process
- Partner with local colleges, businesses and other agencies in effort to grow and enhance teen programming at Cameron

- Form a family engagement advisory group
- Help to write grants when assigned
- Create annual program goals in conjunction with the Executive Director
- Lead the Education Committee to ensure program development and effectiveness
- Attend and present at trainings and conferences related to youth development, youth work, and professional development

## **PUBLIC RELATIONS**

- Represent the agency at private and public functions as needed
- Community Outreach, speak at Churches, represent Cameron at fairs, etc.
- Attending relevant informational meetings in the community
- Be a member of Youth Services Quality Council of Monroe County (YPQ), attend monthly meetings
- Be a member of Greater Rochester After School Alliance (GRASA), attend meetings

## **QUALIFICATIONS**

- Knowledge and understanding of youth growth and development
- Two years of direct experience working with youth (grades K-6<sup>th</sup>)
- Associates degree or more preferred
- Excellent organizational skills, including attention to detail and meeting deadlines.
- Strong Analytical abilities.
- Strong interpersonal skills, manners, and listening skills.
- Strong communication skills, both written and verbal.
- Computer proficiency preferred (e.g. Word, Excel, PowerPoint, Publisher).
- Ability to work sensitively with people of diverse cultural, racial, and economic backgrounds.
- Interest in issues of poverty, at risk urban youth and families
- Strong work ethic, self-motivated, team player, highly ethical.
- Proficiency in Spanish a plus.

## **COMPENSATION & BENEFITS**

- Full time non-exempt
- \$17.00/hour, pay commensurate with experience
- Free parking
- Health insurance available
- 2 weeks' vacation, 2 personal days, paid sick leave
- 8 paid holidays and 1 social justice day

*All applicants must pass a background check, sexual offender check, and must be a licensed driver.*

**TO APPLY:** Email a cover letter and resume to [careers@cameronministries.org](mailto:careers@cameronministries.org)

**CCM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**