



LEARNING TOGETHER TO  
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**STATUS:** Exempt (Full-time)

**TITLE:** Teen Programs Coordinator

**REPORTS TO:** Program Director

**Position Summary:**

Perform duties to develop and implement the activities of Casa Chirilagua that assist and support the teens (6<sup>th</sup> grade through 12<sup>th</sup> grade) in the Chirilagua neighborhood. Coordinate programs supporting growth and development for Casa teens, specifically in Teens Club, middle and high school Bible Study, and Casa to College.

**Organization:**

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit community that serves Alexandria, Virginia. Its mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. The team of 14 staff members and many volunteers accomplish this mission and impact the lives of under-served Latino youth and their families through programs including Elementary Kids Club, Teens Club, Casa To College, Bible Study, one-on-one mentoring, adult education classes and more.

**Key Responsibilities:**

1. **Program Management and Development** (50%)
  - a. Provide day-to-day oversight and leadership for Casa Chirilagua's middle school and high school after school and summer programs portfolio.
  - b. Oversee and develop the programming for academic school year and summer implementation with volunteers and support staff. Collaborate with Programs Director to ensure that programming is aligned with Casa Chirilagua's core mission, vision, and strategic direction.
  - c. Collaborate with the programs team for promotion of program and enrollment of students.
  - d. Maintain administrative lists for program enrollment.
  
2. **Personnel Management** (35%)
  - a. Support the Program Director in the recruitment of assistant program staff.
  - b. Oversee the retention, management, and oversight of assistant program staff. Supervise one college-aged, part-time staff member enrolled in the Local Leaders program as they work daily for teens programs. Collaborate with the Program Director on scheduling trainings for Local Leader professional and spiritual development.
  - c. Oversee the retention, management, and oversight of assistant program staff and teens program volunteers. Collaborate with the Volunteer Coordinator to identify programmatic needs during each program season. Collaborate with the Volunteer Coordinator on trainings that are pertinent to the program to best support volunteers.
  
3. **Relationship Management** (15%)



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- a. Serve as point of contact for key relationships with specific external stakeholders (program volunteers, program specific partners and school partners) and for parents/guardians of students within programs.
- b. On a case-by-case basis, act as a liaison between middle and high school parents and the school system to support parent advocacy and navigation of the ACPS school system.

**Essential Functions:**

- Lead the long- and short-range program development and planning of programs focused on youth development. Select relevant youth curriculum for the academic school year and summer programming which encourages healthy teen living, and relationships.
- Monitor student academic progress. Oversee behavior management systems and provide timely feedback to parents. Develop documentation related to events of significance involving students.
- Monitor and manage the collection and tracking of tuition as required.
- Supervise paid staff and volunteers working with youth programs. Collaborate with the Volunteer Coordinator to provide regular feedback, training opportunities, curriculum resources, and support for staff and volunteers.
- Train and supervise program staff and volunteers to ensure adherence to child protection policies. Evaluate performance and provide mentorship, cross training and coaching to employees and volunteers in collaboration with the Leadership Pipeline Director and Volunteer Coordinator. Maintain harmonious team/employer relations.
- Develop unity and trust among the teens in the community.
- Facilitate the Teens Club, Bible Study, and Casa to College meetings while empowering youth participants to improve their academic and personal skills. Identify and mentor youth and provide the tools necessary for them to grow as community leaders.
- Enhance and increase the capacity of youth in the teens programming by developing their leadership capacity and building their confidence. Support emotional and spiritual development of students through Bible study lessons and activities.
- Work alongside parents of teens to provide adequate support to students in Teens Club and Casa to College.
- Collaborate with program leaders and supervisor to develop annual program assessment surveys and administer them to the students.
- Attend meetings with parents, social workers, counselors and teachers when appropriate. Make home visits to program participant families as necessary.
- Assist with setting up the organization's internal events.



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- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain a specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

**Competency:**

- Demonstrates leadership, leads by example, and demonstrates the ability to empower others to lead.
- Excellent relationship building skills with awareness and attention to boundaries.
- Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Proficient with Microsoft Office and other specialty software applications.
- Strong organizational skills.
- Demonstrates excellent management and conflict resolution skills.
- Demonstrates experience in behavior management skills in middle and/or high school age children.

**Education/Experience Requirements:**

- Bachelor's Degree in Public Administration, Education, Psychology, Child Development or related field, or equivalent is preferred.
- One to three years of experience working with youth in an educational setting is preferred.

**Christian faith:** Manifest evidence of personal faith in Jesus Christ, actively pursuing spiritual mentorship and community, and Christ centered perspective that aligns with Casa Chirilagua's Core Values.

**Additional Requirements:**

- Provide Faith Statement
- Letter of recommendation from pastor
- Advanced level of Spanish
- Darkness to Light's Stewards of Children training required upon hire

**Salary:** Begins at \$45,800 annually and is commensurate with experience.

**Expected Hire Date:** By January 2, 2025



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**Work Schedule:** Monday-Friday with evenings and some weekends. While evenings and some weekends are required, we offer flexibility in scheduling to ensure our team members have time to recharge and pursue personal interests.

**To Apply:** Please send your statement of faith, letter of recommendation from your pastor, and resume to [jobs@casachirilagua.org](mailto:jobs@casachirilagua.org).