



Status: Non-Exempt (Part-Time)
Title: Local Leader (Assistant Program Coordinator)
Department: Children and Youth Programming
Reports to: Student Engagement Manager or Teens Program Coordinator

Organizational Overview:

Casa Chirilagua's mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. Casa Chirilagua began as an intentional community in 2007, when the founders moved into the community of Chirilagua to learn from their Central American immigrant neighbors what it means to 'love God and love your neighbor as yourself'. In 2011, Casa Chirilagua officially became a 501(c)(3). We seek to live incarnationally among our neighbors, positioning ourselves to be the hands and feet of Christ daily. We seek relationship, recognizing that transformation occurs through Christ-centered connections, that programs serve as access points rather than ends in themselves.

Our 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 Career, one-on-one mentoring, adult education classes and more.

Position Summary:

We are recruiting multiple assistant program coordinators (local leaders) to support our children and youth programs. The purpose of Casa Chirilagua's children and youth programming is to support Chirilagua children and youth to grow into who God created them to be through academic, spiritual, social, and emotional development. Local leaders will work in collaboration with the Elementary or Teens Program Coordinator to ensure the program is executed with a high level of integrity. They will assist the Program Coordinator in the execution of daily program activities, assisting with the supervision and safety of children participating in programming, working within the limits of prescribed routines and procedures.

The most important role of a local leader is to be a role model and mentor for our children and youth, working to cultivate the gifts of youth in the Chirilagua neighborhood so they can become the next generation of young professionals, entrepreneurs, Christian faith leaders, and change makers. They are responsible, eager to learn and passionate about Casa's mission. They are interested in working with children and youth and looking for an opportunity to develop their own leadership skills and grow professionally. The ideal candidate would make a two-year commitment, with the contract being renewed based on an annual performance review.



Key Responsibilities:

- Assist the Program Coordinator in the preparation and implementation of program curriculum. This includes assisting students with targeted academic support activities, leading small group activities focused on spiritual, social and emotional development, preparing learning aids and other materials for activities, assembling lesson materials, copying handouts, collecting, grading, and organizing student work.
- Serve as a leader for students by modeling all expected behaviors and developing healthy and trusting relationships with students to support their academic, spiritual, social, and emotional development.
- Supervise students to ensure all child protection safety protocols and procedures are followed during programming. This includes supervision during school programming, summer programming, and field trips.
- Perform cleaning and routine maintenance of areas and supplies used during program time and follow all procedures.
- Set up and breakdown areas used for program activities by ensuring all necessary materials are in place prior to the start of the program and are cleaned and put where they belong afterwards.
- Support the Program Coordinator in managing administrative processes and files, including organizing program documents and assisting with registration and communication with schools, parents and mentors. This also includes managing student sign-in and dismissal, as well as, keeping a mental tally of the number of students in program at all times and constantly being aware of student whereabouts.
- Assist volunteers within the program setting and help them to build relationships with students.
- Actively participate in team meetings, trainings, spiritual and professional development.
- Demonstrate professionalism through punctuality, preparedness, and responsible conduct. This includes representing Casa Chirilagua professionally while in public and when participating in community events.
- Perform other related duties as assigned.

**Requirements:**

- Experience working with children and youth preferred.
- A personal faith in Jesus Christ and a theological perspective that aligns with Casa Chirilagua's mission and vision.
- A hard worker who is self-motivated, diligent, and practices self-care (tending to their physical, emotional, and spiritual needs).
- Ability to maintain a high standard of professionalism and conduct at all times. This includes being fully present and engaged when working with children and youth, demonstrating respect, patience, and positive leadership. Personal use of cell phones or other technology should be limited to breaks or emergencies and should never interfere with supervision or interaction with students.
- Excellent communication skills in both English and Spanish.
- Comfortable speaking, presenting and contributing in a group setting.
- Basic High School Diploma.
- Currently attending some form of tertiary education (college, university or trade school).
- Ability to pass a background check.

Work Schedule and compensation:

This is a part-time job of approximately 20 hours a week. The hours will be primarily Monday-Friday afternoon with some evening time required and occasional weekend hours needed. The exact schedule will be agreed with the supervisor at the time of hire. The pay is \$16 an hour.

To Apply:

Please send your resume to jobs@casachirilagua.org and fill out [the online application](#)