

Part-Time Children and Youth Programs Manager

Program: Kids Club, Teens Club, Casa2Career, and Elementary Summer Program

Reports to: Executive Deputy Director

Status: Part-Time (25 hours/week), Exempt

Location: On-site – Chirilagua/Arlandria neighborhood, Alexandria, VA

Schedule: Monday–Friday with afternoon/evening program hours; occasional evenings and weekends for events.

Compensation: \$40,000 annually. No benefits.

About Casa Chirilagua

Casa Chirilagua is a faith-based Christian nonprofit serving immigrant families in Alexandria through Christ-centered relationships, youth development, family engagement, and community partnerships.

Mission: Developing relationships with families to see the Chirilagua neighborhood transformed by Christ.

Position Summary

The Children and Youth Programs Manager provides leadership for Casa Chirilagua's youth programming. The position leads the planning and implementation of Kids Club while coordinating with community partners to strengthen Teens Club, Casa2Career, and the Elementary Summer Program. The Manager supervises one Teacher Assistant and collaborates closely with the Volunteer and Mentoring Coordinator to recruit, organize, train, and support volunteers. Responsibilities are designed for a sustainable 25-hour work week and emphasize collaboration, program quality, and relationship-building.

Key Responsibilities

- Lead the planning, implementation, and continuous improvement of Kids Club.
- Coordinate with partner organizations to support Teens Club, Casa2Career, and the Summer Programs.
- Develop engaging educational, recreational, leadership, and faith-based activities for elementary students.
- Supervise and support one Teacher Assistant.
- Partner with the Volunteer and Mentoring Coordinator to recruit, schedule, train, and support volunteers.
- Build relationships with students, families, schools, churches, and community partners.
- Coordinate family events, field trips, and seasonal activities.
- Maintain attendance, enrollment, and program records and assist with grant reporting and program evaluation.
- Manage program supplies and assist with annual program budget planning.

Qualifications

- Personal faith in Jesus Christ and alignment with Casa Chirilagua's mission and Statement of Faith.
- Bilingual in Spanish and English (written and verbal).
- Positive, energetic, relational, and passionate about seeing lives transformed.
- Bachelor's degree in a related field preferred; equivalent experience considered.
- Minimum of three years of experience working with children or youth.
- Strong organizational, communication, and leadership skills.

Working Conditions

Afternoon and evening program hours with occasional weekend events. Successful completion of background check and adherence to Casa Chirilagua's Child Safety Policy required.

How to Apply

Please send your resume, cover letter, and statement of faith to:

jobs@casachirilagua.org

Urgent Hiring