



Youth Champions Club is a nonprofit after-school program for high school students ages 13-18. Through an integrated education, boxing, and leadership program, Youth Champions Club strengthens core competencies that improve academic performance and experience, improve physical health and wellbeing, and increase engagement in activities that promote quality of life in our Baltimore City communities.

### **What It Means to Work at Youth Champions Club**

- Believing in the organizational concept of “Corner Team,” that fosters a familial culture among its members and program partners
- Believing that education is key to success and that all youth, regardless of where they live, can succeed both inside and out of the classroom
- Applying restorative justice practices to strengthen both individuals and our communities
- Reflecting on your work through a racial equity lens
- Using your creativity and thinking outside of the box to always better programming for Youth Champions
- Being comfortable working in an environment where no two days are the same
- Working as part of a team, building a new program that requires wearing many hats
- Being comfortable leading and taking charge when required

### **What Motivates Us to Do What We Do?**

- Our Youth Champions are the future of Baltimore City and we need them! We want to invest our time and resources in their future
- Mind: Our Youth Champions have big dreams, and we want to ensure they carry all the necessary tools to achieve them
- Body: Our Youth Champions are strong, and we want them to live long and healthy lives that allow them to meet their full potential
- Community: Our Youth Champions are capable of leadership; we want to build networks of support that serve them well into their future

### **Position Summary**

The Youth Champions Club, Program Director is responsible for developing and leading an innovative after school program that meets students where they are to deliver high quality programming that embraces restorative justice practices, is trauma- informed, and builds racial equity throughout our community.

## Primary Responsibilities

### Human Resources

- Work closely with Corner Team, Inc. Board of Directors, Head Coach, and Program Advisors to hire Assistant Director and Assistant Coach
- Work with the Program Advisory Committee to create a professional development schedule for program staff
- Evaluate quarterly performance of Assistant Coach and Assistant Program Director and provide evaluations/recommendations to the Board of Directors President, Sara Artes.

### Communications

- Communicate regularly and clearly with program staff through weekly staff notes and other forms of communication
- Communicate regularly with families through monthly bulletins and other communication
- Generate, edit, publish, and share daily content about Youth Champions Club (original text, images, video) on Corner Team, Inc. social media platforms

### Program Implementation

- Manage program budget set by Corner Team, Inc., Board of Directors
- Develop a program plan and schedule for the remainder of the 2019/2020 school year
- Actively plan and implement participant recruitment strategy to fill program vacancies
- Actively plan and implement volunteer recruitment strategy to support program operations
- Work with Assistant Director and volunteer tutors to assess and provide individualized homework assistance and tutoring to program participants
- Work with Johns Hopkins University representatives to incorporate STEAM enrichment activities into programming
- Coordinate, attend, and supervise field trips and evening or Saturday program events involving students
- Receive snack and meal deliveries and oversee daily meal operations in accordance with Family League Food Program requirements

### Program Accountability

- Track and report attendance and other measures of accountability required by funders
- Prepare reports for required for the Family League of Baltimore Food Program

- Attend required meetings and trainings provided by Family League of Baltimore
- Hear, document, and respond to parent concerns related to their child, instruction and other program matters
- Work with the Program Advisory Committee to ensure Youth Champions Club efficacy
- Report to the Board President, Sara Artes

### **Additional**

- Serve as an advisor to the Corner Team, Inc. Development Committee for program-specific grant work as needed

|                                |
|--------------------------------|
| <h3><b>Qualifications</b></h3> |
|--------------------------------|

- Background in education or tutoring preferred with track record of student success
- Ability to effectively work with teens
- Strong classroom management skills and commitment to safety
- Strong written and verbal communication skills
- Experience using Microsoft Office, database software, and shared online communication platforms
- Experience with social media marketing
- Must be reliable, flexible and trustworthy
- Must have reliable transportation to and from work site
- Must pass background check

**Schedule:** Monday - Friday 2:00pm - 7:00pm

**Job Type:** Part-time, approx. 25hrs/week

**Compensation:** \$30.00/hour

*This position is funded through June 30, 2020 with possibility of extension through summer 2020 and the 2020/2021 school year.*

**Please send a cover letter summarizing your qualifications and position interest along with your resume to:**

**[cornerteaminc@gmail.com](mailto:cornerteaminc@gmail.com)**

**Please use “Program Director, Youth Champions Club” as your email subject heading.**