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| JOB TITLE | Summer STEP-UP Coach |
| DEPARTMENT | Program |
| SITE | Omaha |
| STATUS | Seasonal Fulltime (14 weeks, Monday, May 20, 2024 through Friday, August 9, 2024) |
| REPORTS TO | Education Director |
| HOURS | 35-40 hours per week; Monday-Friday – hours TBD; two mandatory training days (Saturdays to be announced) |

**PURPOSE OF THE POSITION**

The Summer STEP-UP Coach oversees the day-to-day activities of the youth participating in the Summer Youth Employment Program, STEP-UP (youth will be 14-15 years of age). The Summer STEP-UP Coach will provide youth participants with both positive and corrective feedback as needed to support successful participation in the program. The coach will also lead classes and small groups in employability and life skills training.

**QUALIFICATIONS**

* Excellent written and oral communication skills, public speaking experience a plus
* Proficient in computer programs including: Word, Excel and Outlook
* Demonstrated ability to facilitate multiple projects simultaneously
* Excellent supervision and managerial skills, and ability to address and resolve conflict
* Exceptional organizational ability including personal time management
* Excellent interpersonal and relationship building skills
* Ability to work well with a diverse team of staff and volunteers

**PRIMARY RESPONSIBILITIES**

* Facilitate job preparedness curriculum
* Facilitate team building activities
* Lead a small group and focus on individual goal setting and conflict resolution
* Assist in providing both positive and corrective feedback and consequences during employment workshops, small groups, field trips and site visits
* Lead a SPARK (sharing something you’re passionate about with youth)
* Supervise youth while on site visits (business casual clothing required on those days)
* Supervise youth on field trips
* Track STEP-UP youth attendance on timesheets; review and ensure accuracy
* Responsible for daily documentation and reporting of required information for this program
* Organize and maintain written or computerize records and other forms
* Organize and produce reports as necessary
* Other duties as assigned

Applications available at **www.hopecenterforkids.com/careers** or Hope-Omaha.

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com.