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815 W. 63rd Street, 2nd Floor, Chicago, IL 60621 • Phone: (773) 488-6600 • Fax: (773) 488-6601 •
www.teamworkenglewood.org • www.englewoodportal.org

Teamwork Englewood Job Description

Title: Youth Program Associate

Category: Full-time

Supervisor: Youth Services Program Manager

Teamwork Englewood is looking to hire a full time Youth Program Associate who will assist our Youth Services Program Manager with managing after school programming and other youth programming. This position will support instructors for after school programming, ensuring after school process and protocol are adhered to. This role will also engage with youth in the programming and will help facilitate certain aspects of programming such as social emotional learning activities and leadership development activities.

The ideal candidate would have previous experience working with youth, organized, and can multi-task various functions. This role must be able to work early evenings, can pass a CPS background check and must be vaccinated or will be vaccinated before entering Chicago Public Schools for programming.

Essential duties and responsibilities:

- Will support with intake, enrollment and attendance for programs
- Work with Program Manager in supervising instructors, and support evaluation of programming
- Maintain healthy and supportive relationships with youth
- Support marketing, promotion and recruitment for programs
- Document program progress using visual aides and social media
- Facilitate curriculum around leadership development and social emotional wellness components for programming
- Help plan and organize events for youth in the community
- Support recruitment and background verification of mentors and volunteers
- Role includes ensuring proper planning for after school programming, organizing equipment and resources.
- Connect and Collaborate with other community partners including Parks, Libraries, organizations, faith based organizations, etc. for additional resources.



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- Ensure teens and participants use face covering, practice physical distancing, three feet apart at all times
- Ensure environment is open to respect and group feedback
- Demonstrate positive professionalism for youth
- Represent organization at meetings and community events

Qualifications

- Passion for and commitment to youth development work
- Understanding and ability to advocate for the importance of trauma-informed care and mental health wellness
- Excellent communication, organizational and interpersonal skills
- Prior youth development work experience
- Interest in community work and organizing preferred
- Bachelors Degree in psychology, sociology or child development preferred
- Experience working with Google suite and Microsoft programs

Please send your cover letter and resume to: Avanii Hazzard at ahazzard@teamworkenglewood.org. Please no phone calls.