

**Americana Community Center  
Children/Youth Programs  
Draft Job Description**

Position: Children & Youth Programs Youth Staff  
Reports to: Youth Programs Coordinator  
Remunerations: \$15.00/hr.

FLSA Status: Exempt/Non-exempt  
Reporting to this position: None  
Weekly Hours: Part time up to 28 Hours

***Americana World Community Center's Mission is to provide holistic services to Louisville's refugee, immigrant, and underserved population to build strong and healthy families, create a safe and supportive community and help every individual realize their potential.***

**Job Summary**

Children and Youth Programs staff are responsible for planning daily activities which serve youth K-12<sup>th</sup> grades during the After School Program and creating long term objectives and goals for classes, tutoring, homework help, and STEAM enrichment opportunities that serve our primary population of refugee, immigrant and U.S. born youth learning English as a Second language (ESL).

**Primary Duties and Responsibilities**

- Develop and maintain an environment conducive to learning for students through homework help and tutoring for K-12th grade youth.
- Plan and implement educationally enriching STEAM activities for groups of k-12th grade youth.
- Prepare for and facilitate small groups of youth in collaboration with other youth staff workers.
- Help resolve conflicts among participants following Americana resolution policies.
- Mentor, support, and encourage the success of our students in school, at home and in the community.
- Maintains ongoing and appropriate communication between supervisor, team members and general staff to ensure that all information is transparent and accurate.
- Participate in mandatory staff development trainings to increase professional knowledge of issues affecting populations represented at Americana.
- Performs other duties as assigned by Youth Programs Coordinator

**Minimum Requirement**

- Prior Teaching Experience
- Experience working with children and youth
- Must be willing to work within program hours 2:30-7:00 pm Monday through Thursday

**Preference given to applicants with a Bachelor's Degree and/ or bilingual applicants**