

Job Posting

March 9, 2020

POSITION

Educational Coordinator (SYEP)

EMPLOYMENT TYPE

Temporary Part Time – 15 hours/week; approximate employment period: April, 2020 to June, 2020

Temporary Full Time – 35 hours/week; approximate employment period: July, 2020 to August, 2020

SALARY

\$38.00/hr.

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop Project Based Learning curriculum and oversee PBL experiences.
- Train Project Facilitators to effectively implement PBL activities.
- Create Project Based Learning summary for Work Readiness training using Microsoft PowerPoint and lead training.
- Schedule Project Based Learning activities.
- Arrange for guest speakers, as applicable.
- Participate in weekly meetings with Program Director and Project Developer.
- Work closely with Counselor to address academic barriers youth may be facing and work with youth to resolve them.
- Assist Project Developer in the coordination of culminating event.

COMPETENCIES

- Prior experience developing and facilitating project-based activities preferred
- Capability to communicate well verbally and in writing

EDUCATION EXPERIENCE

Bachelor's degree preferred.

Minimum of three years related experience working in the field of youth development

SUBMIT RESUME TO

education@riseboro.org

Please indicate "SYEP Educational Coordinator" in e-mail subject line.