

JOB POSTING
AfterZone Youth Engagement Specialist
Providence After School Alliance and Partners Seek
Part-Time Staff for Middle School After-School Programs 2008-09

The Providence After School Alliance (PASA) is a citywide initiative working to build a system to build and support quality after-school opportunities for Providence youth. PASA is working with three community partners to hire part-time AfterZone Youth Engagement Specialists to help support quality middle school after-school programs for middle school youth throughout Providence.

AfterZones are “campuses” of after-school activities in schools and community locations throughout Providence that provide middle school youth with ongoing opportunities in arts, sports, and skills-building activities. For additional information on the AfterZones, go to www.mypasa.org. The organizations and school partnerships for which employees are being hired are:

- **John Hope Settlement House (Bridgham Middle School)**
- **Providence Housing Authority Resident Services (Perry Middle School)**
- **West End Community Center (Gilbert Stuart Middle School)**
- **Providence After School Alliance (Hopkins, Springfield and Roger Williams middle schools)**

Youth Engagement Specialist Responsibilities

Youth engagement specialists report directly to the respective AfterZone site supervisor and work collaboratively with each middle school’s after-school liaison, and the AfterZone coordinator. The youth engagement specialists will also work with staff from the agency managing the individual AfterZone site and the staff of the Providence After School Alliance during program activities, orientation, training, and other capacity-building activities. **Under the direction of the site supervisor, responsibilities of Youth Engagement Specialist’s include:**

- assisting with all aspects of after school program set-up and clean-up
- printing and organizing attendance sheets and other data as well as helping with registration materials and mailings
- directing the flow of student traffic and organizing student transportation (including monitoring youth on buses/vans)
- aiding in the snack distribution
- communicating via phone and written messages with parents and families
- assisting with after-school programs, as needed, including enrichment programs, workshops, homework assistance, etc.
- attending monthly program partner meetings
- facilitating recruitment and special events
- registering students and updating data on the program’s online database

Required qualifications:

- Desire to work with middle school youth in a positive youth development atmosphere;
- Creativity, patience, a good work ethic, and a sense of humor;
- Previous work history with at least two years of experience;
- Experience working with youth;
- High school diploma or GED.

Desired qualifications:

- Proven experience in youth development and community-based programs;
- Previous experience working in a licensed childcare program;
- Bilingual Spanish/English skills (or other languages);
- Knowledge of Providence and the AfterZone communities;
- Bachelor’s degree or equivalent professional experience.

Before hired employees can begin, they will be required to have background checks, TB testing, and a physical. The position will start in early September, and is seasonal employment when schools are in session. Parents of Providence public middle school youth are encouraged to apply. Review of applications will begin August 1, 2007 and will continue until all positions are filled. Hourly wage for the position ranges from \$7.50-12.00 per hour, dependent upon experience and the hiring agency. Positions range from 16-25 hours per week.

If you have questions about the positions, please feel free to contact or Lindsay Lockwood at 490-9599 ext 105..

To apply, send a cover letter and resume to: Cristina Costa-Rado at ccosta@mypasa.org or Providence After School Alliance, 17 Gordon Avenue #103, Providence, RI 02905. Fax number is (401) 228-3915. Applications submitted to this address will be shared with the partnering agencies listed above for consideration for positions at all participating middle schools. Please specify if you would prefer a certain middle school or agency.