



Rafael Hernández HASP Assistant Coordinator 1

The Assistant Coordinator will work in collaboration with other members of the Hernández community to assure high quality programming for approximately 150 students in the Rafael Hernández After School Program. Operating from 3:10 to 6:30pm five days a week, the program offers students opportunities for academic support, extracurricular activities and social/emotional support in a safe and engaging setting. The Assistant Coordinator will report to the HASP Director. This position entails leading the development of a Social Justice/Literacy K-8 curriculum and supporting Group Leaders in the delivery of the curriculum, leading the volunteer recruitment and management efforts in partnership with the AmeriCorps members, working with the Board, Director and AmeriCorps VISTA on the Fund Development plan as well as acting as a Group Leader and program support during program hours. This position will supervise 1 full time AmeriCorps member as well as 2 part time AmeriCorps members.

Responsibilities:

- Lead the development and implementation of HASP curriculum
- Strengthen our volunteer recruitment efforts through the improvement of our current systems
- Support the work of the Fund Development Plan specifically through grant writing, sponsorships and individual donor outreach
- Work as a HASP Group Leader substitute (M-F, 3:00-5:30pm)
- Provide reinforcement/aid to Group Leaders in their delivery of curriculum
- Act as an administrator as needed to the overall day to day programming, including following emergency protocols and supporting behavior management interventions as they arise
- Support staff in the Restorative Justice and Conferencing work during program hours
- Monitor compliance with safety and other regulations
- Collaborate with Principal and school staff to maintain continuity between school-day and after school program.
- Support the HASP staff with all Events

Qualifications:

- Experience in both direct care and leadership in after-school and/or summer programs for youth between ages of 4 and 14
- Demonstrated competency working with families of different socio-economic and cultural backgrounds
- Ability to self-manage and supervise others
- Good verbal and written communication skills
- Fundraising experience
- Previous management experience
- Bachelor degree preferred
- Fluent in both Spanish and English preferred

Hours and Compensation:

- \$30,000 a year; 35 to 40 hours a week, M-F 10:30-6:30pm
- Option to opt in for health insurance
- Great time off package with ability to work reduced hours in July/beginning of August