

JOB ANNOUNCEMENT:
Fremont High School General Project Coach

At Alternatives in Action (AIA) we believe young people are powerful. In our schools and community programs, we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference - for their own future and their communities. Because we believe in the power and promise of young people, we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants

POSITION OVERVIEW:

We are currently seeking a General Project Coach to support the development and implementation of extended day program initiatives at Fremont High School. The program provides support and resources for young people to pursue their interests and build upon their talents. Our goals are to increase overall student achievement by providing access to high quality academic and enrichment services in the after school hours through the following services: 1) Increasing access to academic supports including workshops, intervention, remediation, and tutoring; 2) Advancing post high school readiness through internships, college and career planning, and real world opportunities and experiences; 3) Providing high quality enrichment programs that meet the diverse interest and needs of students and the overall Fremont High School community. 4) Increasing and deepening parent participation within Fremont High School by providing clear communication, expanded leadership roles, and educational and training opportunities. Coaches also train and support youth leaders to develop and deepen political consciousness, assess and understand issues impacting the health and wellbeing of their communities, build relationships and partnerships with youth and community supporters, and drive local community campaigns. The General Project Coach will implement this work through a social justice framework.

THE IDEAL CANDIDATE WOULD:

- Be a committed youth development professional who isn't afraid to roll up their sleeves in an innovative fast-paced setting
- Be a motivated and responsible leader who is dedicated to upholding a strong school culture
- Have an ability to work with urban youth and collaborate with other adult allies within a social justice framework

ROLES/RESPONSIBILITIES:

- Create a recruitment and retention plan for student participation with Extended Day Program team and Community Programs Manager that meets grant requirements
- Ensure youth attend program daily through ongoing communication with parents and teachers in the school day
- Meet weekly with Extended Day Program team and High School interns to develop engaging, subject specific curriculum and to coordinate program activities
- Supervise High School interns in holding leadership roles in program and provide ongoing constructive feedback for participation in the program
- Guide youth through the development of a Community Impact Project (CIP) process that promotes youth as active leaders and agents of change in their communities.

- Keep accurate, current records of participant participation and record in AIA Civicore database
- Support timely completion of contractual goals and objectives, including internal and external reports
- Carry out general administrative duties; Timely completion of PSR's, PMP, PPT
- Coordinate academic intervention and tutoring daily for core tribe of students with school day teachers and other extended day program staff
- Meet daily with a core tribe of students that focuses on community building to create a sense of belonging for all students and develops group norms that support the culture of Fremont High School
- Organize opportunities for field trips, guest speakers, and project-based learning for youth
- Participate in ongoing professional development activities
- Support Extended Day Program team events, showcases of student work, and dances
- Create and document curriculum that is age appropriate and responsive to the developmental needs of high school students that builds skills.
- Assist in coordinating systems for tracking tech equipment with school day and extended day staff

QUALIFICATIONS:

- Experience working with high school-aged students in youth development and/or educational programs.
- Ability to work in a youth-friendly, student-centered environment and experience working with diverse groups and communities.
- Flexibility, sense of humor, strong commitment to collaboration, and resourcefulness.
- Strong public speaking and organizational skills.
- Associate Degree Preferred
- Bilingual (Spanish) preferred
- Ability to lift up to 20 lbs and engage in physical activities with youth (active ice breakers, sports activities, etc.)
- Have reliable transportation (Reimbursement is provided for travel between program sites)

POSITION TITLE: Fremont High School General Project Coach

CLASSIFICATION: Part-Time 25 hours/week; non-exempt hourly position. M-F 1:00pm-6:00pm

COMPENSATION: \$15.50 - \$18.00

BENEFITS:

. Part Time (20+ hours/week)

- 403(b) Retirement Match
- 125 cafeteria plan that allows for employee contributions to flexible spending accounts for dependent and health care
- Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 1 week Winter Break, and 1 week Spring Break, Prorated accrued vacation, and accrued sick days.

To apply, please submit the following documentation with the position title in the subject line by email to: hr@alternativesinaction.org, Attn: Human Resources.

- 1. Resume**
- 2. Cover letter**

Offer of employment is contingent on passing a criminal background screen and TB test.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY, OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION