



When hearts connect, lives are transformed

After School Program Coordinator Part-Time Position Description

Corazón a Corazón, a sponsored ministry of the *School Sisters of Notre Dame*, is seeking a part-time experienced educator to direct its After School Program. The Coordinator maintains a safe site providing high- quality programs based on the needs of students. He/she must work effectively with staff and volunteers. Energetic, self-directed persons with a love for children are urged to apply.

Program

The Coordinator will:

- Provide a high level of program quality including homework help.
- Monitor the atmosphere to ensure that both the students and tutors are treated with respect and the charism of the *School Sisters of Notre Dame* is upheld.
- Utilize positive strategies to promote the social and emotional development of the students.
- Work to establish positive relationships with parents and tutors.
- Maintain a safe, clean, and attractive space for learning.
- Act as a tutor as necessary.

Administrative

The Coordinator will:

- Pre-and post-test students to determine academic growth and maintain these records.
- Maintain accurate and up to date records for students and share these with the grant writer for the purpose of obtaining grants.
- Be the point person between *Corazón* and Catholic Charities for food service, keeping the necessary records.

Volunteer Tutors

The Coordinator will:

- Assist in the training of volunteer tutors and also participate in the planning of ways to exhibit appreciation for their service.
- Monitor tutor interactions with students to assure there is a good match between tutor and student.

Additional duties may be assigned by the Executive Director.

Requirements

- BA in Education with a minimum of 5 years experience.
- Complete Virtus training and background checks required by the Archdiocese of Chicago.
- Bilingual- Spanish- Preferred

This is a 4 days a week position (Monday- Thursday) with 4 hours per day (2 pm- 6 pm), providing some time both before and after the program without students present.

To apply, please email your cover letter and resume to **Mayra Pimentel, Executive Director, at mpimentel@corazon-chicago.org** with *After School Coordinator Position* in the subject line.

All applications will be reviewed on August 24 and 25—applications will be accepted until position is filled.