



## El Sol Part Time Bilingual Youth Development Coordinator

This is an FLSA Classified Non-Exempt Position. The Bilingual Youth Development Coordinator is a part-time position for 20 hours per week to support the healthy development and academic success of children and equip parents with tools to strengthen family bonds and community engagement. This position becomes 40 hours a week for 8 weeks during the summer.

### Job Responsibilities

- A.** Support and strengthen the relationship with our local schools including Jupiter Elementary School, Limestone Creek Elementary, Jerry Thomas Elementary School and Jupiter Middle School. 5%
  - Coordinate with the ELL teams at each school.
  - Connect parents with voluntary pre kindergarten (VPK program).
  - Coordinate parenting workshops.
  - Assist our clients and their families in academic placement procedures.
  - Assist our clients and their families in school registration process.
  - Assist our clients and their families in volunteering at their schools including PTO and SAC.
- B.** Facilitate opportunities for students to utilize computers at El Sol, local schools, and library. 5%
- C.** Access community resources to meet the needs of our clients and their families. 10%
- D.** Promote opportunities for individual tutoring, group literacy and leadership enrichment 10%
- E.** Coordinate school homework club, book clubs and other academic learning experiences. 10%
- F.** Provide information/workshops to ensure children are developing appropriately both socially and emotionally. 10%
- G.** Assist with organizing child-care program for parents who are attending classes at El Sol Programs 5%
  - Read-A-Recipe for Literacy, Art Classes, Music, etc.
- H.** Train and supervise volunteers from the broader local community for one-on-one and group tutoring. 10%
  - Coordinate background checks for volunteers in Child Development Programs
- I.** Coordinate El Sol's fun and educational six-week Sunshine Summer Camp. 15%
- J.** Assist with coordination of JTAA programs for our clients 5%
- K.** Assist with other events like Children's Holiday Party, Back to School Bash etc 10%
- L.** Program Support: Provide Technical and logistical support for large programs that require the staff to work as a team. Contribute in scheduled staff meetings. Be creative with program development. 5%

### Qualifications

- Bachelor's degree in Childhood Development or equivalent with 3 years' experience dealing with underserved communities and diverse population
- Excellent Organizational skills
- Able to work within a team setting and able to provide conflict resolution with clients
- Excellent verbal and written communication skills in both English and Spanish





- Computer skills
- Culturally Sensitive Background

This position will report to the Health Coordinator.

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Name

Date

