

Position Title: PT Youth Coordinator
Organization: Operation P.E.A.C.E. Boston
Hours per week: 9+ hours (flexible days, within 3-7PM timeframe) during school year; 20+ during summer months



Operation P.E.A.C.E. (Partnerships in Education And Community Enrichment), is a non-profit organization whose mission is to educate and enrich family and community life through a mix of education, social, and technology resources. The PT Youth Coordinator in Fenway will oversee, run, and manage our drop-in youth programming, including after school and summer services.

We are looking for someone with professional experience in a school, after school, or camp setting. Given the range of ages and needs, applicant must be patient, flexible, and mature. The Youth Coordinator will be directly responsible for the day-to-day operations of the youth center, but will operate under the supervision and support of the Director.

Responsibilities Include:

- Ensure safety of youth at all times
- Maintain appropriate youth records, including attendance
- Assist in homework completion
- Provide academic support in students' area of need (math, writing, reading, etc)
- Represent Operation P.E.A.C.E. positively at all times
- Act as a positive role model to youth
- Communicate any issues, concerns, needs, questions, etc promptly to staff

We are looking for individuals who:

- Are responsible and mature
- Have excellent communication skills and a sense of initiative
- Work well with youth from a range of backgrounds, ages, and abilities
- Are patient, energetic, and enthusiastic
- Are organized and detail-oriented

This is a part-time position; with variable hours. Interested applicants will have the opportunity to continue into a seasonal position over the summer months of July and August.

This position is open and accepting applications until filled. A Criminal Offenders Records Information (CORI) request and Sex Offenders Records Information (SORI) request will need to be completed for this position.

We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.

Please email resume and cover letter to:

Mallory Rohrig
Program Director
Operation P.E.A.C.E.
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