

Job Title: Youth Programs Coordinator

Time Commitment: Full-time, 40 hours/week plus vacation and personal days. Salary commensurate with experience.

ABOUT THE CAMBODIAN ASSOCIATION OF ILLINOIS

HISTORY

The Cambodian Association of Illinois (CAI) is a 501(c) (3) nonprofit, comprehensive social service organization founded in 1976 by Cambodian refugee volunteers who responded to the needs of Cambodians who were resettling in Chicago after fleeing the brutality of the Khmer Rouge genocide. CAI services some 5,000 Cambodians in Illinois, over 3,000 in Chicago, all of whom are Cambodian refugees or the children of refugees who escaped the atrocities of the Khmer Rouge. CAI is the only non-profit organization in the Chicago metropolitan area that provides bilingual programming to address the interrelated social and economic needs of our local Cambodian American population.

MISSION

CAI serves and enables refugees and immigrants from Cambodia residing in Illinois, especially those in metropolitan Chicago, to become self-sufficient, productive participants in American society while preserving and celebrating their cultural heritage and community.

CAI's Children and Youth Programs provide support, resources, and opportunities to over 75 youth ages 6-24 and their families from the Cambodian-American and Albany Park communities. Our philosophy is centered on a community-based, family-focused model that seeks to provide holistic youth support.

POSITION SUMMARY*

The Youth Programs Coordinator will be responsible managing all youth programming: creating activities, managing staff, recruiting program participants, tracking data, communicating with families, and managing day-to-day program needs. The Coordinator will be supervised by the Director of Youth Programs. Programs include the following:

- *Khmer Spirit Academic Tutoring and Enrichment Program* for youth ages 6-12;
- *Girls Club*, a teen discussion group exploring issues of gender, sexuality, culture, and identity through creative writing, media, discussion, and art;
- *Youth and Family Days*, a monthly program providing enriching activities during days off from school;
- *Health and Culture Summer Program*, an intensive 8-week summer program for 35 youth ages 6-12 focusing on nutrition, the environment, and fitness. Includes supervising Junior Counselors (age 13-16) and Summer Interns (age 16-21).
- *Additional Events*, including youth internships, mentoring, parent meetings, and community events.

This position focuses on building positive, trusting relationships and requires a dynamic, flexible individual who can multi-task and enjoys working with at-risk urban youth.

PRINCIPAL DUTIES AND RESPONSIBILITIES*

1. Conduct programming based on a positive youth development model that encourages self-expression, confidence-building, leadership development, and community-building.
2. Build relationships with youth ages 6-24; serve as a trusted and respected mentor for youth and community resource for youth around issues such as education, career, and personal life.

3. Track and assess needs and skills of youth, including grades; create individual strategic learning plans and refer services as needed.
4. Accurately and consistently document and evaluate program activities and outcomes through program reports and data entry.
5. Conduct bi-annual parent meetings to ensure consistent communication with parents of participants regarding youth progress; assist in developing parent and family activities.
6. Develop and distribute publicity materials for all programs.
7. Engage in youth recruitment and enrollment through developing and implementing community relations strategies with neighborhood schools and community organizations.
8. Help grow relationships with community organizations and agencies; serve as organizational representative on committees and coalitions as necessary.
9. Maintain familiarity with relevant issues related to youth (neighborhood news, Asian-American communities, Cambodian-American communities, Chicago educational policy, etc.). Attend trainings as available.
10. Complete other duties as assigned to support the program and mission of the organization. Maintain relationships with family and community members; attend community and organizational events as necessary.

*The above statements are intended to describe the general nature and level of work being performed in this position. This is not an exhaustive list of all responsibilities, duties and skills required of this position.

QUALIFICATIONS AND SKILLS:

1. Bachelor's degree preferred plus minimum 2-4 years experience working with youth, program management, volunteer management, and/or community or school partnerships.
2. Demonstrated knowledge of principles of positive youth development.
3. Strong passion for supporting youth using a strengths-based approach; Understanding of child development and family dynamics.
4. Knowledge of appropriate age-level programming, developmental milestones, and social-emotional needs.
5. Excellent judgment, ability to work under pressure and react appropriately in emergency situations.
6. Sensitivity to working with people from diverse cultures and backgrounds, ability to adjust to new situations; openness to learning about other cultures and perspectives.
7. Experience leading workshops, dialogues, and/or programs.
8. Ability to effectively managing staff and/or volunteers.
9. High level of professionalism and resourcefulness; Self-start who works well with others and takes initiative in managing multiple tasks, relationships and projects.
10. Energetic, friendly, patient, and creative demeanor.
11. Excellent written communication and interpersonal skills; experience in grant-writing a plus.
12. Ability to work flexible hours including evenings and weekends as required
13. Familiarity with Cambodian culture, history, and issues a plus.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter describing your interest in the position and experience working with youth to hr@cambodian-association.org by March 2, 2012. Applications can be mailed to Cambodian Association of Illinois % Krisna Avila-Franco, 2831 W. Lawrence Ave, Chicago, IL 60625. No phone calls. CAI is an Equal Opportunity Employer.