



Position Title: Middle School Afterschool Facilitator
Department: Youth & Family Development, Lake Campus
Reports To: Assistant Manager of Middle School Programs
FLSA/ Status: Non-exempt/ Part-time, Temporary August 2017 to May 2018
Hiring Range: \$16.35 to \$19.29 per hr
Job Family: Direct Service III
Revised: July 2017

WHO WE ARE

Mi Casa Resource Center is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa's offers comprehensive out-of-school programs for middle and high school youth. Through academic support, positive relationships with adults, and engaging enrichment activities focused on post-secondary preparation, Mi Casa's work supports students in creating a more vibrant and empowered future for themselves. The Mi Casa Neighborhood Center at the Lake Campus offers programs for middle school youth while programs for high school youth are offered at Mi Casa Resource Center's headquarter office. All activities for youth work to engage parents and caregivers through family activities, parenting education, and economic and educational programs for adults.

POSITION SUMMARY

The Middle School Afterschool Facilitator is responsible for the facilitation, development and implementation of afterschool enrichment activities at the Mi Casa Neighborhood Center at Lake Campus. These enrichment activities focus on supporting the academic success of students and providing enriching learning opportunities to complement school day learning. This is a temporary position for the 2017/2018 school year, beginning on August 21, 2017 and concluding May 25, 2018.

KEY RESPONSIBILITIES

Participant Interaction

- Develop supportive and developmentally appropriate relationships with youth.
- Engage students in a way that contributes to the program's commitment to positive youth development.
- Maintain strong, positive relationships with the school, community organizations, and families of participants as applicable.
- Assist in recruitment and retention for Mi Casa's afterschool programming.

Operational Tasks

- Plan and implement enriching afterschool programming for middle school youth including developing and recording quality lesson plans.
- Plan field trips and guest speakers to enhance programming as needed.
- Attend all required meetings and trainings.

Mi Casa's Mission: To advance the economic success of families with limited resources, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



- Act as an ambassador of Mi Casa and represents the agency's best interests.

Independent Judgement

- Ensure student safety at all times while working collaboratively with supervisor and teammates on discipline concerns.
- Collaborate with high school students serving as volunteers and staff in order to support afterschool programming.

Evaluation

- Contribute to data collection by maintaining accurate and timely project specific paperwork, such as attendance, surveys, and pre- and post-testing as needed.
- Participate in program wide evaluations designed to improve overall program quality.
- Meet regularly with supervisor to evaluate quality of programming.

Fundraising Support

- Participate in fundraising activities, such as site visits, by being professional, knowledgeable about program objectives, and answering questions as appropriate.

REQUIRED QUALIFICATIONS

- A high school diploma or GED. Bachelors, associates degrees, or an equivalent combination of education, training and experience are preferred
- At least one year experience working with diverse youth
- Must be available to work at least sixteen hours per week on Mondays, Tuesdays, Wednesdays, Thursdays between 3:00pm and 6:00pm and Friday afternoon from 1:00pm to 5:00pm with additional time scheduled to plan
- Pass fingerprint and child abuse registry background checks for consideration

KEY COMPETENCIES

- Bilingual Spanish/English preferred
- Demonstrated enthusiasm and genuine desire to work with youth, particularly at-risk middle school aged youth
- Demonstrated commitment to positive youth development and solution-focused behavior management, including a flexibility and willingness to tailor program to suit youths' interests
- Ability to function as a part of a team, including an openness to giving and receiving constructive feedback
- Commitment to professionalism and responsibility
- Experience and/or expertise, in one or more of the following areas: Academic Enrichment, Leadership, Science, Technology, Engineering, Mathematics, College and Career Exploration, Entrepreneurship, Health and Wellness, Arts and Culture, Sports and Recreation

Mi Casa is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by August 14, 2017. Interviews may occur as qualified candidates apply.

Mi Casa's Mission: To advance the economic success of families with limited resources, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection