



Position Title: Summer Middle School Facilitator
Department: Youth Development, Lake Campus
Reports To: Assistant Manager of Middle School Programs
FLSA/ Status: Non-exempt/ Part-time, Temporary from June 4 to July 20, 2018
Hiring Range: \$16.4 - \$19.2 per hr.
Job Family: Direct Service III
Revised: March 2018

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. Mi Casa Resource Center at the Lake Campus offers programs for middle school youth while programs for high school youth are offered at the headquarter location in Southwest Denver. All Youth Development efforts also engage parents and caregivers through family activities, parenting education, and economic and educational programs for adults.

POSITION SUMMARY

The Summer Middle School Facilitator is responsible for the facilitation, development and implementation of summer activities at the Mi Casa Neighborhood Center. These activities focus on the following core areas: Academic Enrichment, Arts and Culture, Sports and Recreation, Science, Technology, Engineering, Math, Leadership, Career and College Exploration, Health and Wellness, and Entrepreneurship. The camp runs Monday through Friday from Monday, June 11, 2018 until Friday, July 20, 2018. Facilitators must be available from 8:30am to 3:00pm each day of camp, as well as be available for training and preparation the week of June 4, 2018. This is a temporary position with terms of employment from June 4 to July 20, 2018. This summer camp will be located at Cheltenham Elementary School.

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 summer program.

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

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



Operational Tasks

- Plan and implement enriching summer programming for middle school youth including developing and recording quality lesson plans
- Attend weekly field trips and special activities
- Attend all required meetings and trainings
- 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 in order to support summer 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 Monday through Friday from 8:30am to 3:00pm from Monday, June 4 to Friday, July 20, 2018
- 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 historically underserved 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, Math, 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 April 27, 2018. Interviews may occur as qualified candidates apply.

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