

Job Description
Restore Ministries, Inc.
Program Coordinator/Youth Worker
For Elementary School Age Children
PART TIME 15-20 HOURS WEEKLY

Employment: 11 months position follows Elizabeth Public Schools Calendar. September-June after school hours approximately 3-4 days per week not to exceed 20 hours weekly and during the July Monday-Friday summer day program not to exceed 40 hours weekly. Hours and days of activities may vary by arrangement.

Place of Work: Because of COVID-19 the place of work may be online and at the Elizabethport Presbyterian Center.

Department: Student Outreach

Reports To: The Restore's Board of Trustee

SUMMARY

Under direct supervision, the Youth Worker will plan, organize, facilitate, and monitor the activities of children and teenagers enrolled in Restore's After School and Summer Programs. The Youth Worker will work collaboratively with other youth serving organizations and will interact with students and engage students in intellectual, spiritual, creative, artistic, and physical activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (*Other duties may be assigned as needed*).

Job Description: The Youth Worker will assist in a variety of areas, including, but not limited to: Provide a safe environment for all students in the program. Provide a plan to increase student membership. Assist in the planning and implementation of in person and virtual programs and services which will meet the needs of the students attending the program. Participate in fundraising activities. The Youth Worker will supervise to make sure students sign in as they enter, maintain order, and set up the program, projects and activity area as needed.

The Youth Worker will work in collaboration with Restore's Executive and Program Directors to implement the programs and services agreed upon by the Restore Board of trustees.

The Youth Worker will interact with children and teenagers in an effort to build self esteem and form a comfort level with their peers; answer students' questions, provide proper examples, emotional support, a friendly attitude, and general guidance.

The Youth Worker will assist in maintaining program standards of student behavior needed to achieve effective participation in activities without interfering with the natural, informal atmosphere established at the Center; assist in resolving student disputes; will be the final referral step for serious discipline which volunteers and staff cannot handle.

The Youth Worker will create and maintain records and files as assigned.

- Attendance of volunteers, program staff, and students.
- Students' Center and school attendance, grades, community service hours, and school accomplishments.

Job Requirements: Applicant's main requirement is to be an effective large and small group leader who is able to train and supervise volunteers and staff. The Restore Board will provide training and supervision. Other requirements related to the position include:

- Be a graduate from high school or equivalent. (Some college is preferred)
- Be able to pass a background check.
- Experience or ability to be trained on how to work with children and teenagers.
- Experience or ability to be trained on implementing youth activities.
- Supervising youth in small and large group settings.

- Organized with high attention to detail and ability to follow through.
- Must be flexible, creative and articulate.
- Willingness to work with parents or other adults in the public.
- Experience with the use of Zoom or other social media to facilitate small and large group communities with students when needed.

Inquirers should submit resume and three references to:

Linwood Bagby, Chief Executive Officer

Restore Ministries, Inc.

P.O. Box 29,

Elizabeth, NJ 07207

You may also submit by email: restore1161@gmail.com

TRAINING REQUIREMENTS

Attend Professional Development as determined by the Supervisor.