



ECDC / AFRICAN COMMUNITY CENTER

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JOB DESCRIPTION

Position Title: Street Fraternity Program Specialist
Department/Division: Youth Program – ECDC/African Community
Center Reports To: Youth Programs Coordinator
Status: Full Time, 40 hours/ week
Location: Denver, Colorado

Job Summary: Work with Street Fraternity staff and volunteers to support young men ages 14- 25 through creative and engaging programming Monday, Tuesday, Wednesday, and Thursday 4 - 10pm; Act as liaison between International City, On-Trac and Street Fraternity participants to assure access to a variety of programs; develop and implement Marijuana prevention, education and awareness materials and workshops for refugee youth; collaborate with ACC youth program staff for field trips and other youth-related events and activities.

Key Responsibilities:

- 1) Program Management
 - a. Plan and implement youth programs for refugee teens (14-24) that result in assisting newcomer students in their integration to a new school system and community.
 - b. Work with other Street Fraternity staff and volunteers to maintain a safe, clean, and welcoming environment; this may include general safety monitoring and procedures, cleaning facilities nightly, helping prepare and clean up from serving nightly food, preparing nightly report, trouble shooting rising issues, etc.
 - c. Develop effective data collection strategies to document qualitative and quantitative data for TGYS and other funders.
 - d. Write reports, collect stories and provide quality information for funders and supporters demonstrating program capacity and outcomes.
 - e. Develop effective staffing plans to perform activities required by grant funders, including use of interns and volunteers
- 2) International CITY:
 - a. Coordinate and manage a team of volunteers and interns on a daily basis to perform program activities:
 - b. Coordinate recruitment and intake of new participants in International CITY.
 - c. Plan and implement daily activities with program youth, including tutoring, enrichment, and life skill/ anti-alcohol, tobacco, and other drug use curriculum.
 - d. Organize monthly or bi weekly field trips and service learning opportunities for program participants.
 - e. Take attendance, conduct monthly reports, and update database regarding attendance.
 - f. Engage student leaders in implementing the IC program.

- g. Modify program standards, structure, and curriculum based on student feedback.
- 3) On TRAC:
 - a. Coordinate and manage a team of volunteers and interns on a daily basis to perform program activities:
 - i. Work closely with school counselors, teachers, and other personnel to recruit students to the college preparation workshops
 - ii. Revise and implement monthly On TRAC workshops
 - iii. Modify the On TRAC workshops based on student feedback.
 - iv. Take attendance, conduct monthly reports, and update database regarding attendance.
 - v. Organize field trips to universities and other post-secondary educational centers
- 4) Work with program staff to develop strong relationships with youth serving agencies in relevant neighborhoods and refer youth ages 14-21 to appropriate programs.
- 5) Collaborate closely with the Family Liaison, Young Adult Career Counselor, and Street Fraternity Coordinator to implement, track, and report on the Tony Grampsas Youth Fund Grant.
- 6) Raise funds for ACC youth programs through maintaining positive relationships with donors, diversifying current funding, and working closely with the Outreach Coordinator and Director to establish new donors.
- 7) Perform other duties and tasks as needed.

Education, Experience, Knowledge, Skills and Abilities

- High School Diploma or GED and preferred current enrollment in college or vocational school; or one to two years of related training and experience; or other equivalent combination of education and demonstrated experience.
- Demonstrated experience working with youth
- Fluency in foreign languages a plus but not required
- Self-directed, motivated and able to handle multiple projects simultaneously.
- General knowledge of resettlement practices in the U.S.
- Detail oriented, extensive documentation skills, organized and able to work in a multi-tasked environment.
- Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Maintains punctuality for work, appointments and report dates.
- Must work well in a team setting.
- Commitment to the mission, vision and values of ACC.
- Possess a valid driver's license and access to own transportation
- Required computer skills: Word, Excel, Internet, Gmail. Comfortable in utilizing new programs and databases.
- Colorado Bureau of Investigations background check and clean DMV record

Licenses/Certifications

Must have a driver's license and good driving record.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel Ability to maintain emotional control under stress.

Environmental Factors

Work is primarily indoors in a climate-controlled building.

Contact with Others

Position involves regular contact with resettlement network affiliates, local school personnel, refugee families, private sector organizations, and ACC staff.

Performance Criteria

Related to job responsibilities, core competencies, and performance goals set annually in consultation with supervisor.

Other Information

All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.

Proof of Eligibility to Work in the United States

All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

Background Checks

All applicants must agree to a Colorado Bureau of Investigations background check and credit check