



Heart & Hand Center Program Leader

Heart & Hand is looking for creative, committed, and compassionate Program Leaders who are dedicated to ensuring that all children have the opportunity to succeed.

The Heart & Hand Center is a 501(c)(3) non-profit organization dedicated to helping all young people reach their potential. We run programs for 3rd-12th grade students in Near Northeast Denver. This position will be at one of our elementary or middle school sites Monday-Friday, from 2:00-7:00pm (shift varies depending upon assigned site). Additionally, we extend support to enrolled families by providing resources, referrals, and emergency assistance to guardians.

Job Description

- Build strong relationships with Heart & Hand students and families
- Be instrumental in the development and planning of programs through lesson planning and workshop development
- Actively lead structured academic and enrichment learning for participants throughout programming
- Independently facilitate small group activities and provide behavior coaching through a restorative justice lens
- Supervise all aides, interns, youth mentors, or volunteers assigned to your group
- Participate and communicate in daily staff meetings and attend professional development opportunities
- Be instrumental in the development and planning of programs through lesson planning and workshop development
- Facilitate small academic and enrichment learning groups
- Communicate challenges and issues with, Senior Program Leader, Program Manager and/or Director
- Assist daily with set-up and clean-up of facility, to ensure cleanliness, and that all safety protocols and procedures are being met

COVID-19 Notes

- Flexibility required during global pandemic. Our regular program model is in person programming, however local and state guidelines may require us to shift to virtual programming due to health and safety concerns.
- Personal Protective Equipment will be provided by Heart & Hand. We require that staff wear masks, wash hands, sanitize work spaces, stay 6 feet apart, remind young people to do the same, only offer COVID safe programming, and stay up to date on Heart & Hand's safety protocols

Qualifications

- Must possess a genuine desire to positively impact the lives of youth
- Must have the ability to develop and cultivate relationships with volunteers, staff, youth, families and community members that we serve
- Must be a flexible, solutions oriented, dependable, team player
- Must have strong organizational, communication, and time management skills
- Ability to exercise discretion
- Display the ability to act as a strong role model for young people and maintain boundaries
- Employment is contingent on a criminal background check
- Valid Driver's license preferred
- Spanish speaking preferred
- Current CPR and First Aid Certification preferred

Work Schedule:

This is a part-time, 25 hours per week, position Monday-Friday. Typical after-school programming runs from 2:00pm-7:00pm (shift times vary depending upon assigned site) Monday-Fridays. There will be meetings, professional development opportunities, and planning times that could be scheduled outside of these hours and flexibility with hours will be asked of staff as we continue to have to shift programming to adjust for school and COVID safety needs. This is a school year position with the potential for summer hours. The ideal start date is August 25, 2021.

Salary & Benefits:

- Starting pay: \$18/hour
- Eligible for healthcare benefits after 30 days of employment
- PTO

To Apply:

Send your resume and cover letter to jobs@heartandhandcenter.org.