



Enrichment Coordinator

The After School and Summer Enrichment Program is a state-licensed day care for elementary school aged children that is designated to increase physical and outdoor activity, expose participants to healthy ideas, and build personal skills and confidence.

Reports to the Program Manager (functionally) and Board of Directors (organizationally), Full time, full year, hourly position Monday through Thursday 9:00am-5:30pm and other meetings/events as designated. Responsible for creating and facilitating enrichment programs with a purpose and implementing prevention programs with Ouray County youth.

Compensation

Starting pay at \$33,670 annually, with benefits such as health insurance, paid time off, sick leave, and bonuses.

Qualifications

- Bachelor's degree in relevant field or an equivalent combination of education and relevant and professional experience
- Minimum of one year (100 hrs) experience working with elementary school-aged children in an organized setting and ability to work inclusively with youth of all backgrounds and abilities
- Effective verbal and written communication skills; computer literacy
- Ability to work independently and with team members and Board of Directors
- Ability to communicate professionally with parents and other community stakeholders
- First Aid & CPR Certified (may obtain upon hire)
- Valid Colorado driver's license, 21 years of age with clean driving record
- Pass civil and criminal background checks
- Other certifications as required by state licensure
- Ability to travel regionally for continuing education training courses, as appropriate
- Strong planning and organizational skills

Duties and Program Implementation

- Understand Voyager's mission and implement the program accordingly
- Direct oversight of youth during Enrichment hours and consistent availability to children, parents, and staff
- Build, cultivate, and maintain relationships with program participants, schools, parents, and community members, staying active in the community and schools
- Works with Program director in coordinating staff training and development according to the needs of the active children in our organization
- Mandatory reporter, drug free workplace, keeps confidentiality within organization
- Support Programs Manager and Prevention Coordinator with continuous feedback about activities, trainings, and summer staff oversight and collaborate on program development as needed
- Help maintain communication with community regarding all programs through digital and hard media dissemination, as well as relationship building and collaboration
- Create program calendars and coordinate enrichment activities
- Maintain enrollments and attendance records
- Adhere to disciplinary, transition, and communication protocols that align with VYP Policies and Procedures and that ensure that all participants can experience success in the program
- Coordinator for Safer More Affirming Communities youth grant
- Involvement in Communities that Care, and Office of Suicide Prevention Grant, and any other relevant grants