

Working Title: Manager of Club Programming

Position Type: Full-Time

Anticipated Hiring Range: \$30,000 - \$35,000, benefits negotiable

Work Schedule: On-site M-Th 1:00 p.m. to 5:00 p.m.; most other working hours flexible/remote; (total 40 hours per week)

Job Location: Lafayette, LA

About the Organization: New Hope of Acadiana is a non-profit organization that provides youth and family development programs to local low-income neighborhoods in Lafayette, LA. Our organization is one of the first programs in our region to practice trauma-informed care. As such, we specifically target children who are at-risk for negative health, mental health, social, and academic outcomes later in life due to Adverse Childhood Experiences (ACEs). ACEs are common traumatic experiences that occur in early life and affect each child differently. An individual having experienced several ACEs does not mean that later social, emotional, or health problems are inevitable. Some children develop resilience, the ability to overcome serious hardship. Genetic factors also play a role, in that some children are predisposed to be more sensitive to adversity than others. But the most common factor among children who show resilience is at least one stable and responsive relationship with a supportive adult. Our organization pairs children with Admiring Adults, who offer safe, stable, and supportive relationships that are needed for better life outcomes. By providing trauma-informed care, our organization recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual's life, thereby guiding our programming and care.

The overarching goal of New Hope is to better the lives of Louisiana's children by addressing gaps in relational networks and education. During the school year, New Hope provides after-school tutoring and recreational club programming and enrichment for children ages 4 to 14. During the summer, New Hope partners with the city's Summer Youth Program to provide educational enrichment and to teach Christian-based character values that are essential for success in life—wisdom, respect, responsibility, integrity, and forgiveness. By providing tutoring and enrichment programs, our low-income youth are experiencing better outcomes in their academic work and social lives. Research has shown that by providing children with supportive relationships, positive academic experiences, and positive peer-to-peer interactions, their future academic success, social mobility, and economic prosperity are increased. In creating a safe and fun learning environment for our children, we will help heal the broken relationships that cause our city's children to remain stuck in generational poverty.

Job Summary: New Hope of Acadiana seeks a highly motivated, compassionate individual to serve in the role of Manager of Club Programming. Reporting to the Executive Director, the Manager of Club Programming will be responsible for assisting in creating effective enrichment programs that help equip children with skills needed to be successful in school and in life. This position will largely focus on developing high quality enrichment and club programming activities for the older children (namely, 5th through 8th graders) but will also be required to assist in running the academic tutoring program. The Manager of Club Programming will be tasked with developing and designing club programming around the students' areas of interest, ideally connecting and partnering them with existing programs in Lafayette. In this way, our club serves as a feeder system into existing programs such as Dance & Drama troops, arts and STEM academies at LPSS, etc. The club programming is required for at least 2 or 3 days

per week. Our organization has successfully employed past programming, but we are seeking to grow this area of our organization and, thus, require new and consistent activities for the children we serve. **Please note:** On-boarding training will be required for the incumbent to practice trauma-informed care and principles of proper community engagement. Candidate must also be willing to participate in continuing education related to ACEs, trauma-informed care and Christian Community Development.

Essential Job Duties:

General Responsibilities:

- Set strategic goals for the Junior High Program (5th – 8th grade) to ensure students are being properly prepared for academic success.
- Train and supervise interns and volunteer staff.
- Develop a relationship with teachers and staff at Lafayette Middle School.
- Assist in recruiting and ongoing training for Admiring Adults and interns.
- Assist with home visits 1 or 2 times a month.
- Assist with quarterly parent meetings.
- Help to establish baseline for behavior, engagement, reading and math skills.
- Decorate and organize the facility as needed.
- Be familiar with the New Hope discipline policy.
- Perform additional duties as assigned.

Club Programming Responsibilities:

- Attend and help lead regular New Hope events throughout the year (e.g., parent meetings, quarterly parties, field trips, Bible study, UL Lafayette's Black faculty and staff awards night, speech meets, etc.).
- Design and propose new programs; lead/implement approved programs throughout the year. Examples of tasks include:
 - Assisting the Executive Director in choosing rotating themes, especially during the summer programming.
 - Assisting the Admiring Adults and children in writing stories for large group time.
 - Purchasing supplies for all programs while staying on budget.
 - Recruiting students and assisting them in filling out their applications.
 - Assisting in communicating with parents.
 - Assisting in hiring New Hope staff, specifically for the summer programming, and assigning duties to them.
- Other duties as assigned.

Tutoring Responsibilities:

- Collect student applications.
- Assist in purchasing school supplies and backpacks for students before school starts.
- Assist Executive Director with parent meetings to go over guidelines.
- Set up students' school and parent portals.
- Make New Hope folders for each student.
- Contact the teachers of each student.
- Turn in copies of student registration and FERPA form to the schools.
- Review academic benchmarks for each grade.
- Contact and coordinate the middle school tutors; prepare any information and supplies that would be helpful for the tutors; keep track of the names of tutors and who they are sitting with

so they can work with the same student each week; ensure Admiring Adults are engaged with the students the entire time they are at tutoring, including on the playground.

- Check parent portals and have a current copy of their grades for each week; inform Admiring Adults of any concerns with their students' participation or grades.
- Enforce the New Hope discipline policy and assist with any disciplinary issues.
- Discuss any Google Classroom updates with the students.
- Get to know all tutors and students' names and show appreciation to the tutors each day.
- Assist with cleaning and preparing the tutoring space for the next day.
- Assist in grading work and preparing extra work for the students when needed.
- Other duties as assigned.

Minimum Education and Experience:

- Associate's degree and/or professional licensure; Bachelor's degree preferred.
- Experience working with children.
- Must possess strong organizational skills.
- Must maintain the highest moral standards in personal and professional life.
- Must support the New Hope Community Development statement of faith.

Preferred Qualifications:

- Associate's or Bachelor's degree in social work, family counseling, or education fields.
- Self-motivated, self-starter with the ability to work independently with little supervision as well as with a team.
- Kind, patient, and compassionate individuals with a strong desire to work with children.

Job Open Date: 4/23/2021

Anticipated Close Date: Open until filled

Job Start Date: 06/14/2021

Special Instructions to Applicants: Please submit a resume, cover letter and contact information for at least three references to kristinekaynewman@gmail.com. Hire subject to background check.

For more information, please contact Kristine Newman at (337) 316-9461 or at kristinekaynewman@gmail.com