

Summer Program Coordinator Position Description

Purpose:

Recent refugee youth in the United States face the unique challenges of adjusting to a new cultural environment, mitigating past traumas associated with seeking refuge, learning a new language, and adjusting to a new way of living. World Relief Seattle's Refugee Youth Summer Academy is five-week program focused on helping newly arrived refugee youth (K – 8th grade) adjust to their new schools and home. The goal for the summer program is to create a supportive community for refugee youth by providing academic support, mentoring, and facilitating their connection to community. Empowering their self-esteem and leadership skills by focusing learning on a problem based curriculum, where students are learning through complex and open ended problems. These problems are real world problems and are used to encourage students' learning through principles and concept. The PBL process does not focus on problem solving with a defined solution, but it allows for the development of other desirable skills and attributes. This includes knowledge acquisition, enhanced group collaboration and communication.

The Summer Program coordinator will work alongside experienced refugee resettlement staff, summer program instructors, interns, and trained volunteers to run the day to day schedule, making sure instructors have the support that they need, that children are accounted for – that transportation is running smoothly and communicate closely with parents and families about their child's attendance and any concerns or communication needing to or from the instructors etc. In 2022, the Summer Program coordinator will work on site at Mill Creek Middle School – Monday through Friday, 8:30 am – 3:30 pm, July 11th through August 26th. The official first day of contract will be June 1, 2022. There will be a few in person trainings prior to July 11th and then homework and independent work preparing for the camp to begin, support world relief staff in creating rosters, communicating with families and getting administrative tasks prior to camp starting ready to go. The first in person week is for classroom set ups, collaborating with contracted instructors as well as world relief staff and volunteers. Summer academy officially starts July 18th.

During the program, the Summer Program Instructor is responsible for managing the day to day operation and supporting the world relief staff, support instructors in managing students during instruction times, and supporting instructors in maintaining student records. One week of debrief and reporting follows the program's conclusion.

Responsibilities:

- Provide in-class support to Summer Program Instructors and World Relief staff
- Coordinate and instruct volunteers on their day to day tasks and duties
- Support students who might need to take a break from the larger group for any reason

- Participate in required trainings with World Relief Seattle's youth and family services program team and other applicable departments including but not limited to Resiliency Programs and Volunteer Coordinators.
- Maintain close communication with Summer Program Instructors on implementing daily lessons and activities, including through preparation calls that may occur outside of regular program hours.
- Keeping over all summer academy attendance and student records, such as such reports and incidents reports and communicate these to parent and caregivers.
- Organize schedule for afternoon electives along with world relief staff and instructors
- Support transitions and transportations to outdoor activities at the community garden and a local Kent park
- Assist in implementing and facilitating outdoor activities as instructed
- Request and compile appropriate materials and equipment needed to support planned activities
- Foster a positive, safe, and respectful learning environment
- Build rapport with each student
- Communicate with Youth and Children services programs managers and world relief staff and Summer Program Instructors regarding class progress and any issues that arise during the summer session
- Complete all required reporting on time
- Comply with all agency policies and protocols

Knowledge, Skills, and Abilities:

- Ability to communicate effectively, professionally, collaboratively and positively with students, volunteers, other teachers, and World Relief Staff
- Ability to work independently and as part of a team
- Exceptional organizational skills and ability to handle multiple projects at one time
- Fluent in utilizing technology for instruction and student engagement
- Excellent communication skills in English
- Individuals with lived immigrant experience encouraged to apply
- Knowledge of relevant languages preferred but not required, including but not limited to Dari, Arabic, and Spanish

Requirements:

- Experience working with English Language Learner students
- Experience managing staff and/or programs
- Demonstrated ability to work sensitively and effectively in cross-cultural settings
- AA or two years of college in a related field required (i.e. education, child development, school counseling, TESOL); bachelor's degree in related field preferred
- Strong classroom and behavior management skills
- Strong interest in teaching and incorporating social emotional development into education is essential
- First aid/CPR certification required
- Previous experience working with immigrant and refugee adults and/or youth preferred

- Valid Driver's License required to comply with motor vehicle background check

Contract Position: June 1st – August 26th, 2022

Location: Kent, WA

Compensation: \$5000 for total contract time

To Apply: Submit resume and cover letter to ecoffman@wr.org

Contact: Emelie Coffman; ecoffman@wr.org