

**Live the Victory, Inc.**  
**415 Mason Ct. #1**  
**Fort Collins, CO 80524**  
**Federal ID# 20-2894339**

## **EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION**

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

### **The Matthews House Community Life Center at Genesis Project**

**Position:** Homework Helpers Coordinator, Genesis Project

**Status:** Part-Time, 20 hours per week

**Job Description:** The Homework Helpers Coordinator is responsible for the implementation and supervision of the Homework Helpers program. The Coordinator will work with students, parents, professionals, teachers, and volunteers to ensure the students are receiving academic support and enrichment. The Coordinator will be tasked with keeping track of grades, communication with all parties concerning the youth, outcomes, and supervision of volunteers. The schools that are served include many Title I schools.

**SUPERVISED BY:** Education & Enrichment Director

#### **QUALIFICATIONS:**

- Individuals with excellent interpersonal skills who enjoy talking with people in a non-threatening environment are the best candidates for this position
- Have experience leading groups of children/youth
- Be independent and able to work without supervision
- Have transportation to and from the CLC-Genesis Project
- Be open and flexible with reasonable expectations about schedule changes
- Possess an openness to work with a variety of human service agency staff and with people from all walks of life and many cultures
- Excellent verbal and written communication skills

- Possess the ability to listen and quickly assess urgency for someone who might be in a crisis
- Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants
- Knowledge of core educational topics is needed
- First Aid and CPR certification is helpful
- Fluency in Spanish is helpful
- Must have proven organization, time management and leadership skills.
- Proficient in Microsoft Office and Google applications

**DUTIES AND RESPONSIBILITIES:**

- Assist youth and children in a comfortable setting and relaxed atmosphere with academic work and community building at the Community Life Center, after school hours Monday through Friday, approximately 2-6pm, when the school district is in session
- Listen and assess strengths accordingly, encourage and instruct positively
- Work with the professionals who refer children and youth
- Communicate with parents/caregivers and teachers about progress or needs
- Supervision and support of volunteers
- Data gathering and development of the program
- Perform other duties as assigned

**SPECIAL REQUIREMENTS**

Candidate must possess the leadership qualities and personal characteristics necessary for working with youth and families coming from generational poverty. Must be able to provide own transportation to agency-related functions. Frequent operation of office equipment is required. Candidate must possess good moral character.