

Madison Empowering Responsibility In Teens (MERIT) Outreach Coordinator

Position Summary: *Plan and implement positive youth development programming and pregnancy prevention curricula for youth ages 11 – 16 on Madison’s north-side.*

General Responsibilities:

1. Recruit and retain program participants ages 11- 16 from Madison’s North-side to participate in comprehensive positive youth development and evidence based pregnancy prevention curriculum.
2. Develop programming plan that includes a variety of different opportunities for youth that supports the whole child and are culturally appropriate. This may include: academic support, exercise and fitness, community service, leadership development, and career development.
3. Complete required administrative duties including daily attendance, meal production records, surveys, enrollment forms, and evaluation tools.
4. Learn and implement the evidence based curricula “Making a Difference” and “Making Proud Choices” with adolescent youth from throughout the northside.
5. Build community partnerships with parents, schools, and other youth serving non-profits to enhance the program and be potential outreach sites for the MERIT program in coming years.
6. Purchase and maintain program supplies and food.
7. Attend all Kennedy Heights staff meetings and all MERIT staff meetings and in-service training as required. Required meeting 1st and 3rd Thursday from 1 – 3 PM
8. Transport youth to and from activities.
9. Be an active member of the Kennedy Heights staff team and the MERIT team; participate in community events as needed.
10. Other duties as assigned by the Executive Director.

Hours:

Must be available afternoon and evening hours, must be available 1st and 3rd Thursday of the month from 1 – 3.

Pay and Benefits:

This position is 10 – 15 hours per week . Starting rate of pay \$13/ hour

Desired Qualifications:

At least 1 -3 years working with middle school or high school age youth preferable youth of color
Program planning experience, Strong verbal and written communication skills, Post-Secondary education
Positive Youth Development program knowledge and philosophy

To apply e-mail application and / or resume and cover letter to director@khcommunitycenter.org

By August 26th 2011.