

## **Kennedy Heights Community Center Middle School Program Coordinator**

The mission of the Kennedy Heights Community Center is to create a community support network for low to moderate income families; increase available resources and programs to improve the lives of residents and to develop and present social, educational, recreational and cultural programs for children, youth and adults.

### **Position and Program Details**

The Middle School Program runs on Mondays from 2:50-5:00 PM, and Tuesday through Friday from 4:30-7:00 PM. It offers a safe space where students can enjoy quality time together after school. Our programs offer activities with emphasis on physical and emotional wellness. There are also learning opportunities to help extend their education beyond the classroom.

### **Benefits**

- 20 hours per week
- Compensation: \$20.00 per hour
- Benefits: Paid time off, paid sick time and holidays prorated based on 20 hours per week
- Schedule **Mondays 2-5:30PM, Tuesdays - Fridays 3:30-7:30PM**

### **Job Expectations**

- Plan and implement a high quality middle school program with the aim to aid in physical, emotional, social and cognitive development of the youth in programming.
- Plan and lead after school and summer camps incorporating the following areas: Sports, STEAM, Social and Emotional Learning, Field Trips and more.
- Ability to create an environment where all participants independently of race, faith, immigration status, political status, sexual orientation or gender identity feel safe and welcomed.
- Experience working with underserved communities towards a more just and equitable society
- Use positive discipline and healing practices while setting clear expectations and boundaries.
- Ensuring the smooth operation of daily programming.
- Enjoy or have a level of interest in cooking, physical activities and outdoor time
- Ability to assist in supervising program volunteers.
- Maintain program attendance through the MOST System--will get trained.
- Must be 21+ years of age and a clean driving record.
- Must be able to drive the youth in a 15 passenger Van.

**Application deadline: 12/06/2025**

**Interviews starting: 12/09/2025**

**Start Date**

January 2, 2025

Please submit your resume and cover letter to Elsa Caetano at:

[Elsa@khcommunitycenter.org](mailto:Elsa@khcommunitycenter.org)