



## Joy, Hopes, and Dreams – Out-of-School Enrichment Coordinator

**Location:**  
Lawrenceville, NJ

**Position Type/Classification:**  
Full Time/Exempt

**Reporting to:**  
Joy, Hopes, and Dreams Program Director

**Compensation:**  
\$55,000 - \$62,000

### **Organization Overview**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help families advocate for themselves individually and collectively.

### **Job Summary/Objective:**

Joy, Hopes & Dreams (JHD) is HomeFront's stellar lineup of engaging education and enrichment activities for the wonderful school-age young people we serve. JHD is a holistic afterschool and summer program fostering academic growth, personal development, and family stability for children and youth facing housing insecurity. The program harnesses the power of the community (individual and groups of volunteers and other community partners) to blend academic tutoring, arts, recreation, and life skills to help youth thrive socially, emotionally, and academically. Many children from families facing housing insecurity or severe economic hardship may not have access to help with schoolwork and tutoring, classes in music and the arts, physical activity, or horizon-expanding outings. The JHD team strives to ensure that these children have access to enriching opportunities, individualized tutoring, developing a vision of a better future and the support and skills to make their dreams a reality.

The Out-of-School Enrichment Coordinator will assist the Program Director in leading programming to best meet the needs of youth experiencing housing crises in Mercer County. The Coordinator will assist with mobilizing and managing the efforts of community organizations, companies, and individuals to create and maintain effective education and enrichment programs for participating young people, as well as providing direct services.

### **Essential Job Functions/Responsibilities**

- Actively coordinate and implement tutoring, art, special events, sports, and teen programming, and some summer camp activities that are reflective of the interests of the young people HomeFront serves;

- Assist in the engagement and management of community partners, corporations, and a diverse volunteer corps to deliver educational and enrichment programming;
- Enhance creativity in service delivery and youth participant engagement and ensure access to all programming;
- Assist and support colleagues with crisis intervention, as needed, and provide advocacy and linkages to relevant services for youth and families;
- Provide timely and effective communication to leadership, youth and families, volunteers and enrichment providers;
- Assess and anticipate the youth participants' and families' needs and proactively present resources for resolution of those needs;
- Enter and maintain client data and case management notes in case management software (Apricot);
- Transport children and families to and from events;
- Collaborate with the Innovation & Evaluation team to solicit and integrate youth participant and parent feedback on programming;
- Collaborate with program teams and other key HomeFront staff to address challenges with housing, health, and basic needs being met for the families;
- Ensure and protect agency, employee and participant confidentiality and enforce program guidelines and safety regulations.

#### **Required Experience and Education**

- Bachelor's degree in Education, Social Work, Child Development or related field
- Experience working with school-aged children
- Intermediate Microsoft Office skills
- Strong verbal and written communication
- Valid driver's license

#### **Preferred Experience and Education**

- Knowledge of state, Trenton and Mercer County social services landscape
- Bilingual fluency in Spanish
- CDL license
- Demonstrated experience with and passion for working in social services focused on children and families experiencing homelessness and/or living in poverty
- Knowledge of child development and Adverse Childhood Experiences (ACES)

#### **Physical Demands**

- Ability to lift up to 30 lbs
- Ability to kneel, stoop, bend, stand and sit for long periods of time
- Ability to climb several flights of steps
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

#### **Schedule**

Flexible scheduling - This role primarily operates afternoon-evenings and one day/weekend; scheduling may be 40 hours over 4 days/week, including some weekends. Approximate hours are 2pm – 10pm on weekdays, and flexible on the weekend day.

**Travel**

Local travel includes accompanying or driving youth participants to program activities

**Disclaimer**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*