



Joy, Hopes, and Dreams Program Associate

Location:
Lawrenceville, NJ

Position Type/Classification:
Part-Time/Evenings/Weekends

Reporting to:
Joy, Hopes, and Dreams Program Director

Compensation:
\$22/hour up to 25 hours/week

Summary/Objective:

Joy, Hopes & Dreams is HomeFront's stellar lineup of engaging education and enrichment activities for the wonderful school-age youngsters we serve. Many children from families facing homelessness or severe economic hardship do not have access to help with schoolwork and tutoring; classes in music and the other arts; team sports; or horizon-expanding outings. The Joy, Hopes & Dreams team works hard to make sure these children have that! The JHD team works tirelessly to ensure that program participants have a vision of a better future and the support and skills to make their dreams a reality.

The Joy, Hopes and Dreams Program Associate will embrace Mercer County's homeless community, will be a hands-on advocate and mentor for disadvantaged youth and families, and will coordinate programming to meet their needs. The Program Associate will also mobilize and manage the efforts of community organizations, companies, and individuals to create and maintain effective education and enrichment programs for participating families. The program offers an after-school and weekend schedule that works to meet the educational and emotional needs of the children involved. Evening and weekend flexible hours will be required.

Job Functions:

- Manage community partners, corporations and individuals to deliver educational and enrichment programs
- Actively run tutoring, art, special events, sports, teen programs, and summer camp activities from start to finish.
- Serve in the role of counselor, advocate and moderator for children and families participating in program or facing urgent need
- Assess and anticipate children's needs and proactively present resources
- Assist in the preparation and compilation of reports and data for grantors, Board of Directors, and other collaborating bodies
- Assist in the supervision and management of a diverse volunteer corps
- Be responsible for all aspects of design, implementation, and maintenance of daily program activities

- Transport children and family to and from events

Technical Skills

- Microsoft Office
- Safe Driving Skills

Required Education & Experience

- Associate's degree in Education, Social Work or Child Development
- Valid driver's license

Preferred Education & Experience

- Bachelor's degree in Education, Social Work or Child Development
- Knowledge of state, Trenton and Mercer County social services landscape
- Strong verbal and written communication; bilingual fluency in Spanish preferred

Physical Demand

- 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

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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