

Joy, Hopes and Dreams Program Associate

Evenings/Weekends

Part and Full time available

Summary

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.

Essential Job Functions:

- Manage community partners, corporations and individual 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

Job Competencies:

- Sense of Urgency
- Conflict Resolution
- Team Building
- Problem Solving/Analysis
- Teaching
- Knowledge of local community services
- Written and oral communication proficient
- Strong Interpersonal skills
- High Energy

Technical skills:

- Microsoft Office
- Safe Driving Skills

Requirements:

- Associates degree preferably in education
- Afternoon, evening, and weekend work hours
- Valid driver's license
- At least 25 years of age to meet vehicle insurance requirements

Physical Demands and Work Environment:

- 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

If you are interested in this opportunity, please email your resume and cover letter to Homefrontrecruiting@homefrontnj.org. Please note Joy, Hopes and Dreams Program Associate in the subject line. Mail: Attn: Human Resources,

HomeFront, 1880 Princeton Avenue, Lawrenceville, NJ 08648. FAX: 609-989-0263

- **HomeFront is proud to be an equal opportunity/affirmative action employer**