

## POSITION DESCRIPTION

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### TITLE: CLASSROOM COACH

The mission of Just For Youth, Inc. is to provide programs that help youth develop the inner resources and skills necessary to become productive members of their community. Just For Youth staff is responsible for creating an environment that fosters critical thinking and problem solving skills that will assist them in pursuit of higher education and career goals.

Just For Youth, Inc. recognizes that in order for students to succeed academically, it is necessary to provide them with support and opportunities that extend beyond the classroom, as well as, providing students with a group of individuals; teachers, administrators, mentors, and parents that will assist them in reaching their goals.

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### JOB SUMMARY

The Classroom Coach will work closely with the Just For Youth Program Coordinator and the William H. Lemmel Student Liaison to implement programs and activities that will enhance the supplemental learning experiences of JFY program participants. The Classroom Coach will report directly to the Program Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

These examples are intended only as illustration of the various types of work performed in this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Attend the assigned students classes and assist the student with note taking, material comprehension, behavior modification, and attendance monitoring.
- Document daily student progress.
- Assist with data collection and distribution.
- Attend meetings with Just For Youth, Inc. staff, school administrators, teachers, parents, and student.
- Assist in the development of student services plan.
- Assist in student involvement in co-curricular, cultural, and community service activities.
- Assist in the coordination of before, during, and after school program development.

### MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED. Some college experience preferred, but not required (work experience can be substituted).
- Demonstrated understanding of youth development and caring for youth and family.
- Demonstrated capacity to plan and implement events consistent with needs of youth.

## POSITION DESCRIPTION

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### TITLE: PROGRAM ASSISTANT

The mission of Just For Youth, Inc. is to provide programs that help youth develop the inner resources and skills necessary to become productive members of their community. Just For Youth staff is responsible for creating an environment that fosters critical thinking and problem solving skills that will assist them in pursuit of higher education and career goals.

Just For Youth, Inc. recognizes that in order for students to succeed academically, it is necessary to provide them with support and opportunities that extend beyond the classroom, as well as, providing students with a group of individuals; teachers, administrators, mentors, and parents that will assist them in reaching their goals.

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### JOB SUMMARY

The Program Assistant will work closely with the Just For Youth Program Coordinator and the William H. Lemmel Student Liaison to assist in the coordination of the mentoring program. The Program Assistant will report directly to the Program Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*These examples are intended only as illustration of the various types of work performed in this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Schedule prospective mentor/mentee interviews.
- Assist with data collection.
- Create a database of small grants available to school-based community organizations.
- Create a database of leadership programs and opportunities available to students.
- Manage JFY student information database.
- Assist in the coordination of volunteer opportunities for students.
- Assist in the coordination of cultural activities for students.

### MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED. Some college experience preferred, but not required (work experience can be substituted).
- Demonstrated understanding of youth development and caring for youth and family.
- Demonstrated capacity to plan and implement events consistent with needs of youth.
- Research experience a plus.