

POSITION AVAILABLE: Part-time Afterschool Program Liaison

Organization: Foundations, Inc.

Location: Philadelphia, PA

Position Overview:

Foundations, Inc. seeks an Afterschool Program Liaison to work in support of afterschool programming provided for high school children from the Fairhill Apartments. Located in Metropolitan Philadelphia, Foundations, Inc. is a nationally recognized non-profit that provides professional development, training, technical assistance, assessment tools, and publications to improve educational outcomes for children and youth across the country.

Responsibilities Include:

- Conducting outreach to Fairhill residents to recruit children for the afterschool program.
- Assisting families with completing registration and other paperwork.
- Maintaining contact with families whose children are participating in the afterschool program.
- Maintaining contact with children to encourage attendance in the afterschool program.
- Supervising children to ensure that they safely and punctually embark on transportation en route to the afterschool program.
- Attending the afterschool program with the children once a week.
- Assisting Foundations staff with tracking attendance and retention numbers.
- Periodically meeting by phone or in person with Foundations staff.
- Other duties as needed.

Qualifications and Expertise:

- Experience working with high-school aged children.
- Minimum educational attainment of a high school diploma.
- Excellent interpersonal and communication skills.
- Understanding of youth development.
- Creativity and flexibility in problem-solving.

Working Hours and Compensation

The Afterschool Program Liaison will be required to work Monday-Thursday during the afterschool time transition and at other times during the week for outreach activities. The position is compensated at \$8/hour for a maximum of 12 hours per week.

To apply:

Please e-mail resume and a cover letter to hr@foundationsinc.org.

Candidates selected for interviews will need to provide current PA clearances (Act 151, Act 34 and FBI Federal Criminal History).