

Title: Youth Supervision Coordinator

Department: School Safety

Reports to: School Safety PAL Center Lead Officer

Job Summary

This is a part-time position supporting the administration and programming of a Police Athletic League (PAL) Center overseen by the School District of Philadelphia Office of School Safety and its School Safety Officers.

PAL is "Cops Helping Kids," a charitable non-profit organization whose mission is to make a positive difference in the lives of young people and, in doing so, contribute to the overall quality of life in Philadelphia. By providing free educational, athletic, and cultural after-school and summer programs in a safe environment, PAL teaches life skills and provides experiences essential for youth to become successful and productive citizens.

The Office of School Safety at the School District of Philadelphia is a partner to PAL and leads the administration and programming of several PAL centers in School District schools.

Essential Functions:

The Youth Supervision Coordinator is responsible for providing support to the PAL Center Director (lead School Safety Officer overseeing the PAL Center) in the provision of daily educational, recreational and enrichment activities in his/her center. Additional responsibilities will include, recruit program participants, and encourage PAL youth to participate in activities on the annual program schedule.

- Establish a consistent schedule and routine for participating youth that includes expectations for arrival, independent and/or group study/play, and closing of the daily program, ensuring that youth sign-in upon entering the PAL Center
- Maintain a healthy and safe environment for learning and provide positive reinforcement
- Provide individualized instruction or resources for youth in need of additional support during academic based activities including homework and computer lab access
- Take daily program attendance and ensure that it is logged in the PAL system
- Ensure that program materials and supplies are organized
- Organize incentive programs for sharing academic reports
- Support member registration process
- Support administration of qualitative program evaluations with PAL headquarters staff
- All other duties as assigned by supervisor.

Minimum Requirements

- High School Diploma or equivalent
- 18 years of age or older

Knowledge, Skills and Abilities

- Effective communication skills, responsible, dependable, and organized
- Knowledge of basic computer usage and tasks
- Experience with Microsoft Office, Google Suite, and similar computer programs
- Experience working in a group setting or one-on-one with youth on academic projects or activities.

- Experience with youth service organizations and with socio-economically diverse populations; must be a self-starter with the ability to relate well to others and comfortable providing academic support to youth

Application Procedure

Interested applicants who meet the minimum requirements should send their resume to Eric Rosa at erosa@philasd.org.

Please use the following guidelines in the subject line of your application email:

<First and Last Name> - School Safety PAL Center Staff