

## *Youth Program Lead*

**Department:** CRB Youth Education Program (YEP)

**Reports To:** Youth Program Manager

**Time Commitment:** Full Time position/40 hours a week

**Compensation:** \$42,000 - \$48,000 annual salary

**Benefits:** Medical, Dental, Vision, and Life Insurance. Paid Vacation and Sick Leave, monthly cell phone stipend, mileage stipend, professional development opportunities, opportunity to immerse in newcomer community culture.

**Location:** Position primarily based in Kent. Travel throughout King County required.

***CRB requires all staff and volunteers to be fully vaccinated and provide vaccination documentation for Covid-19. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, work sites, community events, or clients' homes.***

**Mission:** Communities of Rooted Brilliance (CRB) is a non-profit community-based organization that promotes the self-sufficiency of all resettled refugees by helping them access services and educational opportunities while preserving traditional customs. Our work is centered around three foundational concepts. (1) The families we serve are partners in our work, and we continually seek out their knowledge and wisdom on the services we offer. (2) Our programs are always education-based because we believe that education is the way to a healthier and happier future. (3) We honor and recognize that dedicated leadership exists within each community, and we partner with these leaders to serve their communities in culturally responsive ways.

**Scope of Work:** Over the past twelve years, CRB has partnered with the Kent School District (KSD) to offer educational enrichment programs to refugee and newcomer students. The Youth Program has school-based and place-based sites to serve refugee and immigrant students. Specifically, our Youth Program model will have specific modules that will teach Science, Technology, Engineering, Arts, & Math concepts to students. The program is designed for high schoolers from all backgrounds to play, socialize, learn, and grow.

**Brief Description:** Reporting to the Youth Program Manager, the *Youth Program Lead* is responsible for lesson planning, execution, and evaluation of curriculum, facilitating a positive learning environment for students, and communicating with parents in culturally responsive ways.

## **Responsibilities:**

### *Intervention & Capacity Building*

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Instruct Science, Technology & Engineering, Arts, and Math modules to students.
- Collaborate with CRB staff on additional educational enrichment opportunities and help coordinate field trips and other activities.
- Monitor student progress and attendance, with an emphasis on social-emotional development.
- Set clear expectations and community guidelines for youth to drive instruction and foster a safe learning environment.

### *Environment*

- Regularly clean and restock classroom supplies.
- Collaborate with other program staff to plan culturally inclusive and developmentally appropriate activities that affirm different cultures, backgrounds, and educational needs.
- Communicate concerns about students to the Youth Program Coordinator.

### *Outreach*

- Create new and update existing outreach materials for the Youth Program, including brochures and flyers, to advertise activities and engage target audiences.
- Attend outreach events and conduct outreach in the community to let school staff, potential clients and the public know about CRB's Youth Program.
- Update social media pages to share major events and accomplishments with students, families, and community at large.
- Maintain contact with external partners.

### *Administrative Duties*

- Abide by all CRB policies and procedures and communicate in a timely manner.
- Attend CRB and funder trainings and meetings.
- Complete daily and/or weekly paperwork, such as attendance, meal counts, bus tickets, etc.
- Manage program materials by archiving, and entering gathered data throughout the year (ex: physical sign-in forms and completed student paperwork)
- Assist with new grant applications.

**Qualifications:**

*Education*

- Bachelor's degree (completed or in progress) in Education, English, Linguistics, Science, Technology, Engineering, Arts or Math field required.

*Experience*

- 3 years or more teaching/tutoring experience required.
- 2 years or more experience working with high school or middle school youth required.
- Ability to proficiently communicate in Dari/Farsi, Pashto, Spanish, or Ukrainian required.
- Lived experience or prior experience working with immigrant or refugee communities is required.
- Project management experience desired.
- Basic web design or social media experience desired.
- Some grant writing experience desired.

*Knowledge & Skills*

- Friendly and outgoing personality
- Cultural humility, including experience working with individuals with limited formal education and/or English literacy skills.
- Comfortable leading activities with individuals, small or large groups.
- Ability to work independently and as part of a team.
- Exceptional organization skills and the ability to multi-task.
- Valid driver's license with reliable transportation.
- A strong ethical base and self-awareness.

**Must have some evening and weekend availability.**

**Must have reliable transportation.**

**To apply for this position, send your resume to [mutendek@rootedbrilliance.org](mailto:mutendek@rootedbrilliance.org). Applicants will be required to pass a background check**