



2521 St. Paul Street, Baltimore, Maryland 21218  
(410) 235-2210

### Position Description

**Position:** Academic Youth Advocate

**Hours:** This school-year position is for part-time employment during the after school hours (22-26 hours/week) from early September to beginning of June. The Academic Youth Advocate will lead program sessions for approx. 12 hours per week (M/W/F from 2-6pm), participate in PD on Tuesdays from 11:30-1pm, hold open office in the library on Tuesday and Thursday from 2:15-5:30, and have additional hours for mentoring, program coordination and planning. This position involves working some evenings and weekend hours.

**Description:** The VLP is looking for a committed individual who wants to increase their experience building relationships with urban youth. The LINK Leaders program is a new, school-year initiative for middle and high school students.

The Academic Youth Advocate is responsible for managing all aspects of the VLP's LINK Leaders program including: academic curriculum delivery, enrichment sessions, coordinating partners, recruitment and enrollment of program participants, character education & service learning projects, attendance tracking, management of volunteers and classroom assistants, and oversight of program events.

**Responsibilities:** Under the direction of the Executive Director, performs the following functions:

#### Programming

- Use restorative practices to build strong relationships to and between students and community members
- Coordinate and deliver youth programming ensuring that workshops, activities, and support services are being conducted and connected to the program's goals.
- Use innovation and creativity in the classroom to result in student growth
- Provide ongoing support, mentoring, and case management to middle & high school participants
- Oversee the recruitment and retention of students and engage families and school staff accordingly
- Provide guidance to students to support individual goal setting and growth
- Participate in the supervision and evaluation of all volunteers and classroom assistants
- Serve as liaison between students, homes, schools, and other contacts to assist students in achieving academic and social success

- Build partnerships with individuals and organizations that offer programs and services to compliment LINK Leader initiatives; ensures that partners support program goals and objectives
- Actively utilize the VLP library, its staff, and its services
- Model positive relationships between youth and co-workers

#### Reporting

- Keep accurate student files including, but not limited to:
  - Application materials including parent signature and updated household information for each student, especially phone numbers
  - An updated roster/sign-in sheet complete with student's signature
  - Individualized development plans including documentation of follow-up assessments
  - Regular progress reports for each student
- Participate in the design and delivery of program surveys and assessment tools
- Assist in evaluating program for its effectiveness by providing regular input to aid in its success

#### Staff Collaboration and Community Outreach

- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Develops relationships with members of the community and secures new partnerships and volunteers for the program
- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Attends VLP program staff meeting and meets with supervisor as needed
- Addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

Performs other related duties as assigned

#### **Minimum Qualifications:**

- 2-3 years teaching experience in an urban setting
- B.A. in Education or related field
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population; experience with restorative practices preferred
- Excellent interpersonal communication skills for working with both children and adults
- Computer proficiency
- Experience in supervising staff/volunteers, program coordination, or management is helpful

**Starting Compensation:** \$18-21/hour

Please send a cover letter detailing your interest in this position and resume to Liesje Gantert at [LINK.hiring@villagelearningplace.org](mailto:LINK.hiring@villagelearningplace.org).