

SAFER FOUNDATION  
VACANCY ANNOUNCEMENT  
November 22, 2011

**All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.**

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Title: Education Coordinator  
Program: Educational Services  
Location: Chicago, IL

To apply for this position, please click: <https://home.eease.adp.com/recruit/?id=1058811>

*Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt*

**This is a part-time position funded through October 31, 2012 and requires evening and Saturday availability.**

Functioning as Project Safer Youth's Academic Coach, the Education Coordinator will use the Safer Basic Skills methodology as the backbone of classroom procedures to stimulate scholastic improvement among youth participating in Project Safer Youth. The Education Coordinator is expected to confidently guide tutoring sessions in their efforts to achieve improvements in mathematics, reading, writing, social studies and sciences. Subscribes to and utilizes the peer and group learning techniques inherent in the Safer Basic Skills Methodology. Will work closely with the Career Coordinator to educate participating youth in job searching skills, resume writing techniques, interviewing, dressing to impress and how to communicate professionally.

**Essential Duties and Responsibilities:**

- Review applications and supporting documentation to determine eligibility for participation in Project Safer Youth.
- Create and maintain confidential client files
- Develop and maintain positive relationships with participating youth and their families
- Develop an effective tutoring method based on individual needs and skill level
- Observe and evaluate student's work to determine progress and make suggestions for improvements
- Instruct students individually and in groups using current and life events as subject matters for discussion and problem solving
- Provide clerical and administrative support for the Project
- Data collection, maintenance and entry into agency database and other data collection media
- Initiate, develop and maintain strong working relationships with the Juvenile Court of Cook County
- Serve as "manager on duty" in Program Coordinator's absence
- Handle special projects and routine expectations as required

**Qualifications:**

- Highly motivated self starter who is goal oriented
- Knowledge of arithmetic, algebra, geometry, statistics and their application
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Knowledge of group behavior and dynamics, societal trends and influence
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by youth with criminal records
- Ability to work well under pressure
- Must be willing to obtain CPR certification
- Must have excellent computer, business writing and verbal skills
- Must be proficient in Microsoft Office

**Education and Experience:**

- BS/BA in Education or related field preferred, some college work required
- Experience working in an after-school program, strongly preferred
- Experience working with teenaged youth preferred
- Experience working with persons with criminal records

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V