Community and Cultural Services Dept.

Humans Services Division

Virginia Avenue Park Campus

Position Title: Middle School and Parent Coordinator

Report to: Community Services Program Supervisor

VIRGINIA AVENUE PARK CAMPUS

Virginia Avenue Park is a 9.5-acre park located at 2200 Virginia Ave.in Santa Monica. The Campus houses a Park Center, Teen Center, Police Activities League Fitness Center, a weekly Farmers Market, and the Pico Branch Library. In addition to a full schedule of free programs for community members of all ages, Virginia Avenue Park hosts many community events throughout the year.

POSITION SUMMARY

Works with middle school participants by providing homework assistance and recreational and enrichment opportunities. Works with parents to help them navigate to programs and services to provide access to educational opportunities for their children, social services and other support to enhance the wellbeing of their family.

MAJOR DUTIES

* Research, assess and develop relationships with Virginia Avenue Park youth and parent participants, focusing on providing information on available resources and referrals, builds curriculum for programs and activities.
* Provides mentoring and guidance to program participants.
* Interacts with adults, parents and family members, providing program information, participant feedback and community resources.
* Reports safety issues with equipment or facility to supervisor.
* Enforces program policies, rules and regulations and monitors participants in program activities. Calls for appropriate back-up support as needed.
* Distributes program satisfaction surveys to participants or parents.
* Note: Duties may vary dependent upon assignment.

MINIMUM QUALIFICATIONS:

Knowledge of:

* Engaging and assisting parents and community members in assessing needs
* Recreational, educational, cultural activities for youth participants
* Dispute resolution techniques
* Effective customer service techniques

Ability to:

* Learn, understand and carry out the responsibilities of assigned program area
* Interact and communicate effectively with program participants, family members, and City staff in a professional manner
* Provide instruction and guidance to participants
* Effectively resolve conflicts and handle participant disputes. Follow oral and written instructions
* Provide effective customer service
* Establish and maintain effective and cooperative working relationships with City employees and the public

Skill in:

* Communicating with and assisting parents and community members
* Helping participants with homework
* Building a positive rapport with parents and youth participants
* Reading, writing and communicating at an appropriate level
* The use of personal computers and applicable software applications

EDUCATION, TRAINING AND EXPERIENCE

Graduation from high school or the equivalent. One year of recent, paid or volunteer work experience directly related to community programs and services or education and involving public contact.

BACKGROUND INVESTIGATIONS

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.