



Job Title: Youth Programs Assistant Coordinator (Part-Time)

Location: Memphis, TN

Organization: Oasis of Hope

Hours: M/T/Th (1-6:00pm); W (12-6pm) ~21 hrs/wk

About Us:

Oasis of Hope is dedicated to supporting children and families in the Bickford neighborhood of North Memphis through a variety of educational and enrichment programs. Our youth programs offer a safe and engaging environment where children can learn, grow, and have fun after school hours as we support them to reach their full potential.

Position Overview:

We are seeking a motivated and enthusiastic part-time assistant coordinator to support our elementary or middle school age program after school (hiring is applicable for both programs). The intern will work closely with our program staff to deliver high-quality educational and recreational activities, ensure the safety and well-being of the children, and contribute to the overall positive environment of the program. This is an excellent opportunity for someone interested in education, child development, or nonprofit work.

Key Responsibilities:

- Program Implementation: Assist in planning and implementing daily activities, and other enrichment activities. Help set up and clean up activities, ensuring that the space is organized and welcoming.
- Program Data: Collect and ensure completion of daily progress reports, surveys, or other identified data collection formats to support Program Coordinator with program evaluation and reporting.
- Academic Support: Provide one-on-one or small group support to students needing extra assistance with academic tasks.
- Student Engagement: Supervise and engage with children to ensure a safe and positive environment. Oversight of the classroom with intern support.

- Team Collaboration: Collaborate with program staff to monitor and address the individual needs of the children.
- Communication with Staff and Community: Communicate effectively with children, staff, and parents, fostering a respectful and supportive atmosphere.
- Event Coordination: Support the development and execution of special projects or events within the program, such as field trips.
- Participate in staff meetings and training sessions as needed.

Qualifications:

- Education: Currently enrolled in or recently graduated from a degree program in education, child development, social work, or a related field.
- Skills: Strong interpersonal and communication skills. Ability to work collaboratively as part of a team. Reliable, punctual, and responsible.
- Experience: Previous experience working with children, preferably in an educational or recreational setting.
- Passion: Enthusiastic, patient, and committed to being a positive role model in the lives of children.
- Ability to pass a background check.

Benefits:

- Hands-On Experience: Hands-on experience in a dynamic and supportive nonprofit environment. Opportunity to develop skills in education, child development, and program management.
- Mentorship: Personal and professional growth through mentorship and meaningful work.
- Networking: Build connections with nonprofit professionals.
- Impact: Make a meaningful difference in the lives of young students.

How to Apply:

Interested candidates should submit a resume, cover letter, and a brief statement of interest outlining their passion for youth development and engagement. Applications should be sent to carly.byrd@oohmemphis.com with the subject line "Youth Program Part-Time Application - Last Name, First Name."