

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Teen Learning Lab Coordinator Part Time NON-EXEMPT

SUPERVISOR: Director of Community Services

Duties and Responsibilities

The Coordinator working part-time (10-15 hours weekly) will assist in designing and supervising the educational component, Youth Training Program as approved by the Waco Housing Authority & Affiliates.

Work with other agencies to develop an effective academic program for at-risk adolescents, which will encourage them to want to get a high school diploma.

Work under supervision of the Director of Community Services.

Make regular visits in student's homes.

Stay in contact with school authorities to monitor academic progress and attendance.

Keep an accurate record of all student education activities

Help encourage other staff members.

Supervise students on field trips and at social events.

Provide monthly report of activities to Director of Community Services.

Qualifications

High School diploma and at least 2 years **experience working with youth as well as, 2 years** of additional education in social work or related field. Bachelor's degree preferred.

Valid Texas Driver's license

Ability to work flexible hours

Must pass drug screening test

Background Required

Experience in working with at-risk youth ages 13-18

Experience in counseling and tutoring

Insurable under required auto insurance carried by Waco Housing Authority & Affiliates