

VISTA HERMOSA FOUNDATION

1111 Fishhook Park Road, Prescott, WA 99348

Job Description – Youth and After School Programs Coordinator

As an employee of Vista Hermosa Foundation, the Youth and After School Programs Coordinator is full-time position responsible for organizing, outreach, monitoring and oversight of the after school program and youth development programs/activities in the community. This position reports to the Community Programs Manager and supports the Vista Hermosa Community through youth outreach and programming.

The goals of the Vista Hermosa community are to provide space for the following:

- Educational opportunities (K-adult) to nurture identity, purpose, gifts, skill development, and entrepreneurship
- Recreational activities/events to promote restoration, celebration and joy
- Healing from trauma and ACES to build resilience, inner peace, hope, and esteem
- Associational life to strengthen positive relationships, connection, leadership and hospitality

Job Responsibilities

1. Mentor, Train, and Empower Youth Leadership Teams

- a. Invest in leadership team members (high school seniors and college students) in their work developing and leading youth programming initiatives
- b. Monthly leadership training for all youth leadership team students, weekly planning/touch base meetings for different groups, individual one-on-one check ins with team members at least once a month or more frequently if needed

2. Facilitate Regular Community Youth and Spiritual Life Programming

- a. Plan weekly Wednesday youth group lessons, small groups, games, and snacks
- b. Oversee activities and assign leadership teams for spiritual wellbeing opportunities for youth (conferences, camps, retreats, service opportunities, associational life groups)
- c. Track and monitor youth (6th-12th grade) engagement, evaluate programming

3. Coordinate After School Program

- a. Oversee weekly plan and long term vision for ASP in accordance overall goals of program, leading ASP leads/staff
- b. Outreach to community families and inclusion in the ASP for students K-5th grade
- c. Recruit and coach volunteers to engage as tutors/program support

4. Community Building and Parent Engagement

- a. Build relationships with parents and community members through informal and formal settings to gain trust in community programming initiatives and empower others to be community to one another
- b. Participate in planning and implementing community-wide programs, activities, celebrations

Desired Qualifications:

- Ability to work flexible hours, including evenings and weekends.

- Regular work schedule will be 12:00-9:00 pm
- Higher Education Experience
- Bilingual/ biliterate in Spanish is desired
- Excellent leadership, prior experience in recruiting and managing volunteers/staff
- Excellent social skills to communicate with staff, parents, and students
- Excellent mentoring skills to conduct one on one or small group training
- Models core values of Love, Respect, Community, Service, and Purpose

To apply:

- Please submit a letter of intent and a resume to Melissa Wisner, Community Programs and Communications Manager, at melissaw@firstfruits.com or call 509-629-1341 for more information