

# NOW HIRING!



## Youth Development Coach

**Elementary School Openings** - Start of position is August 31, 2026.

**Part Time:** 18-20 hours per week

**Hourly Rate:** \$16.50

**Must be 18 years or older.**

### Expected Work Schedule

Monday - Thursday from either 1:30 p.m. - 6:00 p.m. or 2:30 p.m. - 7:00 p.m. Additionally, a minimum of two Fridays per month are required for professional development and "Fun Friday" events. Occasional evening and weekend field trips are also required, totaling approximately 18-20 hours per week.

Please note that while the afterschool program is not in session during Kalamazoo Public Schools' breaks, half-days, or snow days, these times may be utilized for afterschool program planning and professional development.

Regular attendance and a full commitment through the end of the school year are expected.

### Position Summary

Responsible for the direct delivery of a wide range of activities as part of a high-quality youth development program for students enrolled in a CIS After School Program. CIS After-School Program is a licensed childcare program funded through the Michigan Department of Education's 21<sup>st</sup> Century Community Learning Center grant. The Youth Development Coach (YDC) engages directly with school-aged students. The coach's purpose is improving skills and behaviors associated with success in school, including core academics (reading, English language arts, STEM) and social emotional learning through regular attendance and school engagement. The position provides student supervision, in keeping with basic measures of safety, as well as creating opportunities for character development, practicing general skills learned during the school day, creating and expanding experiences that may not otherwise be available to students. The YDC is an essential part of delivering after-school programs that comply with high quality youth development programs, consistent with Michigan's Out of School Time (OST) and Weikart Program Quality Improvement (PQA) standards.

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### Core Competencies & Responsibilities

#### Team Contribution

- Work closely with others to ensure programming is efficiently and smoothly delivered daily, including maintaining adequate structure, supervision, and safety. Work closely with others to ensure programming is efficiently and smoothly delivered daily, including maintaining adequate structure, supervision and safety.
- Demonstrate consistent ability and willingness to operate as a positive and effective member of the CIS site team.
- Work effectively with enrichment partners, volunteers, and interns to ensure the most effective programs for students.

#### Management: Self

- Planning skills with the ability to organize, prioritize, and work independently in a timely manner.
- High level of professionalism being able to consistently meet the required schedule of employment.
- Maintains consistent student engagement by remaining physically present, actively monitoring peer interactions, and proactively addressing distractions such as cell phone used to ensure a focused and supportive environment.

#### Communication

- Good communication skills with the ability to understand and transmit instructions to others.

## **Collaboration**

- Collaborate with CIS team members to maintain quality youth development programs aligned with OST and PQA standards.
- Creates an inclusive and supportive environment where student voice is actively encouraged, respected, and valued.

## **Continuous Learning**

- Attend required and recommended professional development/training to enhance skills and meet requirements.
- Develop and demonstrate comprehensive knowledge of childcare licensing requirements.

## **Productive**

- Facilitate educational and enrichment activities and experiences supporting the career and college-going culture.
- Provide support and instruction with student homework or other academic enrichment activities and skill development.

## **Student and Family Advocacy**

- Practice and model the mission of CIS and serve as a positive ambassador for CIS and its mission within the broader community.
- Serve as a positive role model for youth, promoting inclusion, equity, and healthy lifestyle practices.
- Demonstrates an active commitment to breaking down barriers to create and sustain equitable outcomes for all students.

## **Service Orientation and Integrity**

- Maintain confidentiality of all students, families, school and Communities In Schools related information.
  - Consistently model professionalism and integrity in alignment with CIS mission and values.
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## **Working Environment & Physical Demands**

- Frequent standing, walking and moving around the school building and potentially outdoor areas.
  - Occasional lifting up to 15 lbs. carrying, bending, stooping, kneeling, crouching or reaching for materials or equipment.
  - Ability to see or hear on a continuous basis, comprehend instructions, and perceive students' needs.
  - Occasionally lift or move equipment (e.g. laptops, monitors or presentation setups) that weighs up to 20 lbs.
  - Adequate vision for reading computer screens and documents; hearing sufficient for phone conversations or virtual meetings.
  - Ability to maintain high degree physical activity to supervise and engage students' community field trips, recreation, exercise.
  - Requires driving between locations.
  - Requires the ability to hear, understand, and distinguish between speech and other sounds.
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## **Requirements**

- **Education:** A High school diploma or equivalent education and/or experience required
- **Minimum Age:** A minimum of 18 years of age
- **Experience:** Experience working in youth development program (i.e. Youth Development, Childcare Administration, Education, Recreation, etc.) preferred
- **Skills:** Good communication skills with the ability to understand and transmit instructions to others. Well-developed relationship skills work with diverse team members and student populations. Planning skills with the ability to organize, prioritize, and work independently in a timely manner. High level of professionalism; consistently meet required schedule of employment.

**The CIS afterschool program is supported by federal dollars awarded through the Michigan Department of Education, the 21<sup>st</sup> Century Community Learning Centers. This position was developed under a grant awarded by the Michigan Department of Lifelong, Education, Advancement, and Potential.**

Please apply directly to [www.ciskalamazoo.org/careers](http://www.ciskalamazoo.org/careers).