



Project PERK Coordinator

Are you a fun, creative, energetic, organized, reliable, self-motivated, responsible, nurturing and compassionate person who likes to work with school children of all ages? If so then the Boys and Girls Clubs of Greater Kalamazoo wants you!

Project PERK Overview:

Project PERK (Partnering to Effectively Reduce the impact of violence in Kalamazoo) is a grant-funded project lead by Western Michigan's Children's Trauma and Assessment Center (CTAC) and implemented by the Boys and Girls Clubs of Greater Kalamazoo. The project goal is to identify children ages 8-16 who have been exposed to community violence in Kalamazoo and to help reduce this exposure through youth and caregiver intervention groups.

Primary Job Function:

Responsible for coordinating, implementing, and facilitating the Project PERK violence prevention program. This includes recruiting and enrolling families in program, scheduling and assisting of intervention facilitation, and maintaining and organizing program materials.

Job Duties and Responsibilities:

- Serve as a liaison between families participating in Project Perk and CTAC.
- Recruit and enroll families in the Project PERK program through outreach and community partnerships.
- Engage community members by educating them and promoting Project PERK.
- Coordination of program intervention groups, including caregiver intervention group, youth intervention group and daycare.
- Prepare and maintain all materials for parenting, youth, and daycare groups.
- Assist in implementation of curriculum for caregivers whose children are enrolled in Project PERK.
- Contact families prior to group through face to face visits, phone calls, texting and letters home.
- Complete and submit program reports and documents in accordance with grant requirements.

Job Skills/Knowledge Required:

- Bachelor's Degree in Social Work, Psychology, Education or related field, or equivalent experience preferred
- Background in implementing prevention programs
- Experience working with families, youth and diverse populations
- Ability to speak in front of group and facilitate discussions on difficult topics
- Strong people/relational skills
- Strong communication skills, both verbal and written
- Strong organizational skills
- Demonstrated ability and aptitude in decision-making skills

Hours and Compensation: 15-20 hours per week. Hourly pay is dependent on skills and experience.

To apply, please send resume and cover letter to:

Rebecca Macleery
Director of Administration & Development
Boys and Girls Clubs of Greater Kalamazoo
915 Lake St.
Kalamazoo, MI 49001

Or email to: rebeccam@bgckzoo.org

Application deadline: May 30, 2016