

*SPARK CENTRAL ignites the **CREATIVITY, INNOVATION, and IMAGINATION** necessary for people to forge the path to their **BEST FUTURE**.*

SPARK CENTRAL

YOUTH PROGRAM COORDINATOR

ABOUT US

Spark Central is a 501(c)3 nonprofit that ignites the creativity, innovation, and imagination necessary for people to forge the path to their best future. We break down barriers to creativity by offering transformative programs, access to innovative technology, and a welcoming creative community for people of all economic backgrounds. We believe that income should never be a barrier to opportunity, so our membership and programming remains free thanks to organizational and community support. We believe everyone deserves the opportunity to forge the future they imagine.

POSITION OVERVIEW

Spark Central seeks an enthusiastic and committed Youth Program Coordinator to join our Creative Team, led by the Executive Director. This position will support two main facets of Spark Central: our after-school program – Level Up – and our main location – Spark Central’s Creative Station. Level Up is Spark Central’s after-school program for 3rd-5th graders at two local elementary schools, where students engage in hands-on, creative programming, including writing for and publishing the West Central Express. The Station, located in Kendall Yards, is our main location where the community can drop-in during our open hours and utilize our free resources and participate in youth and adult programs. During the academic year, the Youth Program Coordinator will support the planning, preparation, and implementation of the Level Up program at our partner elementary schools. During summer and school breaks, this role will serve as a lead in the Station, assisting visiting youth and families, and supporting our various drop-in programs and summer camps.

RESPONSIBILITIES

Youth Program Coordination:

- Collaborate regularly with the Program Director and other program staff.
- Support the planning, preparation, and implementation of Level Up programming, and, when needed, lead sessions during the academic year.
- Assist with Level Up communications to schools and families, conduct family intake meetings as needed, and solicit student and family feedback to support program development.
- Support the tracking of attendance, outputs, and outcomes, including data entry.
- Work with the Program Director and other program staff to purchase program supplies and track expenses.
- Promote and maintain brave, welcoming spaces for all participants using anti-racist and trauma-informed approaches.

Station Management:

- Welcome new visitors, especially youth, as the first face at the Station.
- Track Station foot traffic and drop-in program attendance.
- Manage Station organization, inventory, and cleanliness.
- Assist with the coordination and mentoring of volunteers.
- Use anti-racist and trauma-informed approaches in assisting and leading visitors, volunteers, and program participants.

DESIRED CHARACTER TRAITS & TEAM CULTURE

At Spark Central, we value:

- Demonstrated creativity, especially in youth program planning and execution
- Strong sense of ownership and integrity across all tasks
- Collaborative spirit, flexibility, and a sense of humor
- Strong attention to detail and organizational skills
- Willingness for candid and curious conversations
- Passion for and commitment to diversity, equity, and inclusion

Team members primarily focus on their areas of responsibility and expertise but are expected to step outside their roles as needed for the team's and Spark Central's benefit. This includes filling in for others when necessary, providing tours, or even tidying the kitchen. Developing projects of passion that will benefit the organization as a whole is strongly encouraged, with the understanding that board and team priorities come first. Creativity, initiative, transparency, and clear communication with the team and the Executive Director are crucial.

FLSA STATUS: Part-time

PAY RATE: \$18 - \$20 per hour (DOE)

SCHEDULE: Tuesday through Saturday, primarily afternoons and evenings

STARTING DATE: late April/early May 2024

TO APPLY: Submit your resumé, cover letter, and two professional letters of recommendation to admin@spark-central.org. In your cover letter, address your experience working with youth and how you meet the qualifications listed for this position. **DEADLINE EXTENDED: Applications will be accepted through April 26th.** *Early application submission is strongly encouraged.*

Letters of recommendation may be sent in along with resumé and cover letter OR sent individually by the authors to admin@spark-central.org with the subject line, "Recommendation for [applicant name]."

Spark Central is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, or other non-merit factors.