



# VCU Mary and Frances Youth Center

## Community Engagement

### **Assistant Coordinator Job Description**

The Mary and Frances Youth Center (MFYC) on the VCU campus opened its doors in 2007 and provides programming and training to enhance the lives of youth in the Richmond metro area. One of these programs is Discovery, a summer program designed to attract a diverse middle school audience to a broad array of educational opportunities with a focus on the STEM disciplines, Health Sciences and the Arts (STEAM-H). Discovery operates Monday – Friday between the hours of 8:30 am and 5:00 pm, offering three one-week camps during the summer of 2019.

This position is for an Assistant Coordinator who is responsible for being an active part of all camp activities and providing leadership for both staff and participants.

**Position:** Available as paid or internship/externship position

**Hours:** April – July 26 – 20 hours/week

July 29- August 16 (actual weeks of camp) – 45 hours/week, 8:15 a.m-5:30pm

August 18-30 – 20 hours/week

**Reports to:** Program Specialist, Discovery and Director, MFYC

**Start Date:** Flexible, but preferred date is April 1, 2019 for paid position.

### **Job Responsibilities:**

- Market the program across the region to youth and families.
- Aid in the creation of promotional materials.
- Monitor registration activity through the website.
- Assist with all camp duties including class activities, meals, campus tours, healthy lifestyle activities, etc.
- Supervise campers and respond to opportunities for problem solving with the group.
- Assist in purchasing and organizing class supplies prior to and during camp.
- Provide leadership, supporting volunteers and manage program logistics.
- Act as a mentor and work directly with the participants one-on-one and in small and large group settings.
- Assist in documenting and evaluating the program activities and outcomes.
- Transport program participants to and from activities in university vehicle.
- Representing the program at community events (i.e. fairs, PTA meetings, etc.) to promote/recruit participants.
- Provide additional support to the Program Coordinator as necessary.

### **Qualifications:**

- At least 21 years of age with a driver's license; completion of VCU Safe Driver's test.
- Current college student or graduate, upper level or graduate student preferred.
- Previous experience and desire to work with children; afterschool and summer programming a plus.
- Ability to communicate effectively with staff and volunteers.
- Enthusiasm, sense of humor, patience, dependability and adaptability.

### **To Apply:**

Email your resume and list of three references that speak towards your youth experience to Alyssa King at [arking@vcu.edu](mailto:arking@vcu.edu) by March 15, 2019.