Program Coordinator  
up to 25 hours/week  Pay: $19 an hour

Lake Erie Ink: a writing space for youth provides creative expression opportunities and academic support to youth in the Greater Cleveland community.

The Program Coordinator will work with youth and volunteers of all ages in Lake Erie Ink out of school time programs. These include the Ink Spot, an after school homework and creative writing program, Evening Ink for teens and Summer Ink, a weekly, creative expression camp program. The Program Coordinator will promote, plan, recruit for, and facilitate creative expression programs for participants and occasionally assist or lead creative writing programs during the school day at other sites. The successful candidate for this position should be able to support youth, communicate with volunteers of all ages, work well with community partners and develop, implement and supervise creative curriculum for school age youth.

Summary:

- Position is 22-25 hours a week, with additional hours in the summer
- Position hours are 1:00-6:00 pm Monday through Thursday with some evening and weekend hours
- Works closely with and reports to the Program Director and Executive Director
- Pay: $19/hour. 5 days of paid vacation and some paid holidays

Preferred Qualifications:

- Two years’ experience working with youth in an educational or social service setting
- Experience developing creative programs designed to enhance students’ academic and/or life skills and encourage self-expression
- Ability to communicate effectively with people of all ages, including parents and guardians, teachers, and volunteers of all ages
- At least one year’s experience in a leadership role/managing others.
- Demonstrated ability to multi-task, work independently, and meet deadlines
- Self-motivated and able to work collaboratively with others
- Flexibility and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities
- Interest in and commitment to creating safe and equitable spaces for youth to express themselves

Duties include:

- Organizing, implementing and supervising the daily activities of the Ink Spot after school programs
- Recruiting, training and managing volunteers
- Outreach and communication with participants, families and volunteers about upcoming programs
- Communicating with participants’ parents/guardians
- Input and organization of participant and volunteer data
- Collecting program evaluation data
- Managing the quarterly publication of student work, including student readings
- Assist with the planning and implementation of Weekend Ink programming
- Coordinating the planning and implementation of Summer Ink creative programming

Interested applicants should email cover letter and resume to arosenbluth@lakeerieink.org, or mail to Lake Erie Ink, 2843 Washington Blvd., Cleveland Heights, OH 44118