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After-School Program Coordinator

IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

IRIS is looking for a full-time After-School Program Coordinator to lead, organize, and teach in the IRIS After-School Program and coordinate with schools to promote academic success among IRIS 3rd through 8th grade students.

General Description

The IRIS After-School program (IAS) currently serves approximately 35 refugee and immigrant students, grades 3 to 8, who come from a variety of countries and speak different languages. During the academic year, the program meets Mondays through Thursdays to provide students with literacy skills, homework help, community building, and enrichment activities, all in an English-language rich and emotionally supportive environment. The IRIS After-School (IAS) Program is currently seeking a new program coordinator for on-boarding over the summer leading into the next school year.

In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.

In collaboration with current IAS Co-Coordinator, Essential Duties and Responsibilities include:

- Design program curriculum with a focus on literacy
- Build daily and weekly program schedule
- Orient, manage, and coordinate a large number of volunteers and interns
- Effectively guide IAS assistants
- Coordinating logistics of the program, including transportation
- Regularly communicate with students' public teachers to monitor academic progress; use the information gathered to make adjustments to the IAS program to meet the needs of individual students
- Help students individually and/or in small groups with homework and English language practice
- Maintain a safe and emotionally supportive environment
- Design activities and a program climate that help students cross cultural divisions and build cultural competency skills
- Build and maintain relationships with community organization and Yale student groups who provide enrichment activities
- Enroll students in IAS, targeting those most in need of academic and emotional support.

- Build supportive relationships with and among students
- Communicate with parents as needed and build healthy relationships with families
- Maintain appropriate program documentation for records and reports

Desired qualifications:

- A Bachelor's Degree
- Experience working with children
- Experience in literacy programming
- Personal or professional experience with immigration-related issues
- Trauma-informed and culturally competent perspective and training
- Applicants who speak any of the following languages are especially encouraged to apply, though no second language is required: Pashto, Dari, Swahili, Arabic, Spanish
- Ability to multitask in a sometimes stressful and fast-paced environment
- Ability to troubleshoot and overcome unexpected challenges
- Commitment to anti-racism
- Energy and enthusiasm for working with children

Supervises: Interns and volunteers

Supervised by: Director of Education

Compensation: \$48,000 - \$ 49,600 (full time, salaried position)

Benefits: Health, vision, dental insurance. Life insurance. Short- and long-term disability insurance. Vacation (3 weeks / year), Personal days (3 days/ year), sick leave (12 days/ year), holidays per IRIS schedule (currently 12 days/ year). 403b retirement plan after 1 year of employment.

To apply, send an email to humanresources@irisct.org as soon as possible with the following:

- A subject line that says "After School Coordinator—Your Name"
- **A cover letter explaining your interest in the position and your qualifications**
- An attached resume
- Contact information for three professional references

Applications will be reviewed as they are received and will be accepted until the position is filled.