

New Genesis, Incorporated

**New Genesis, Incorporated
Academic Hub Coach
Kindergarten through 6th Grade**



Reports To

New Genesis Academic Program Coordinator

General Position Summary

The Academic Hub Coach is responsible for the general supervision and management of a classroom; will provide assistance and oversight with virtual learning and plan, execute and lead in engaging academic, enrichment, and recreation activities with groups of 10-15 students. Academic Hub Coaches will provide opportunities for students to develop & strengthen academic, physical, and social skills.

Job Responsibilities:

This position requires one who is a personable and dependable person with a strong work ethic. The ideal candidate will have excellent oral and written communication skills, a professional demeanor, superior problem-solving skills and the ability to work with people of all ages, primarily children and teens. The position is for Full-Time (40hrs. per week) for 8 weeks (Sept. 28-November 24th)

- Develop daily lesson plans and lead organized learning activities for students to develop and strengthen their academic, physical, and social skills.
- Evaluate program effectiveness of activities and events. Review and communicate with Academic Program Coordinator for effective program implementation.
- Implement discipline techniques and classroom management.
- Interact professionally and appropriately with parents, teachers, school staff and volunteers.
- Participate in New Genesis staff meetings and on-going training opportunities.
- Complete timecards, mileage sheets and other financial forms according to policy.
- Perform related duties as assigned.

Qualifications:

- Looking for those students who are pursuing a college degree in Education, Social Work, Human Services or at least 1 year of college preferred.
- Demonstrated competency with computer programs, including word processing, databases, spreadsheets, and Internet access.
- An understanding of youth and children; community organizations, community problems, and resources
- Able to maintain confidentiality.
- Must be creative and love children and want to see them succeed.
- Strong written and verbal communication skills
- Professional appearance and manner
- Criminal background clearance
- TB & DHS Clearance

Hours:

Monday through Friday from 8:00 a.m. – 5:00 p.m.

COMPENSATION RANGE: \$10- \$14 per hour (commensurate with experience)

TO APPLY: e-mail academichub@newgenesisinc.org by October 27, 2023!