

Position Available

Community Unlimited has a position for a part-time coordinator (5 hours per week) for a new after-school program at Union City High School. This person will be responsible for developing and implementing the program, with assistance of a youth advisory committee, and will report to the CU Youth Program Director, Julie Dibert. The position begins May 4th with program development and continues through the summer and during the school year. The intention is to offer a fully functioning program in September 2005.

Responsibilities include:

- Surveying student population for high interest activities
- Consulting with other area high school programs, with state guidelines for after school programs and state/national organizations
- Organizing five to ten after school activities and monthly field trips
- Hiring and supervising club advisors
- Developing partnerships as needed to help provide activities
- Marketing the program
- Maintaining attendance records
- Working within the grant budget
- Evaluating program and making revisions as needed
- Preparing grant reports
- Reporting monthly to Community Unlimited's Board of Directors

Required for Applicants:

- Experience with high school youth
- Excellent rapport and ability to work with youth
- Minimum high school diploma, college desirable
- Competent budgeting and writing skills
- Excellent organizational skills
- Familiarity with Union City High School and area program resources

Salary: \$12 - \$14 per hour; position is grant funded until April 1, 2006, with reasonable chance for continued funding.

Please submit a letter of interest and a one-page resume that includes prior experience working with youth, education, and three references (names and phone numbers), one of whom can speak to experience with youth. At least one of the references needs to be an adolescent youth. Please also include any information that would be reported in a criminal check.

Submit to Community Unlimited, PO Box 56, Union City, MI 49094 or via email to ckennedy@ucschools.net or hand-delivered to Connie Kennedy, Union City Middle School, 435 St. Joseph Street, Union City. Applications are due **April 22**. Interviews of selected candidates will be April 28th.

For questions call Connie Kennedy at 517-741-3369 or 741-7009.