

Job Title: Youth Education Program (YEP) Administrator

Location: [Sterling]

Salary: \$18 per hour

About ADAMS Center:

The ADAMS Center is a prominent community organization dedicated to fostering education, inclusivity, and personal growth within the community. Our Youth Education Program (YEP) aims to empower young individuals by providing them with opportunities for academic enrichment, personal development, and community engagement. We are currently seeking a dedicated and organized YEP Administrator to join our team and play a vital role in supporting the success of our youth education initiatives.

Job Summary:

As the YEP Administrator at the ADAMS Center, you will be responsible for ensuring the smooth and efficient operation of our Youth Education Program. This role involves administrative tasks, program coordination, communication with students and parents, and supporting the educational and extracurricular activities of our youth. You will work closely with the YEP Coordinator and other team members to create a positive and nurturing environment for our program participants.

Key Responsibilities:

1. Program Coordination:

- Assist in the planning and execution of YEP activities, including classes, workshops, and events.
- Maintain an organized schedule of program activities and ensure all logistics are in place.
- Collaborate with instructors and volunteers to ensure the seamless delivery of educational content.

2. Student and Parent Engagement:

- Serve as the main point of contact for students and their parents or guardians.
- Provide information, answer inquiries, and address concerns related to the program.
- Foster a welcoming and inclusive atmosphere for all program participants.

3. Administrative Duties:

- Manage program-related paperwork, including registrations, attendance records, and waivers.
- Assist in the preparation and distribution of program materials and resources.
- Maintain accurate records of program expenses and budget allocations.

4. Communication:

- Communicate program updates, events, and important information to parents, students, and staff through various channels.
- Assist in creating and maintaining an online presence for the program, including social media and the program website.

5. Reporting and Evaluation:

- Generate regular reports on program attendance, achievements, and feedback.
- Collaborate with the YEP Coordinator to assess program effectiveness and suggest improvements.

Qualifications:

- High school diploma or equivalent; some college coursework preferred.
- Previous experience in program administration, youth education, or community engagement is a plus.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to work collaboratively in a diverse and inclusive environment.
- Commitment to the mission and values of the ADAMS Center.

This is a part-time position offering an hourly wage of \$18.00. The YEP Administrator will work approximately [Specify Hours] per week, with a flexible schedule that may include evenings and weekends to accommodate program needs.

If you are passionate about making a positive impact on the lives of young individuals and have the skills and dedication to support our Youth Education Program, we encourage you to apply.

To apply, please submit your resume and a cover letter detailing your relevant experience and why you are interested in this position to [HR@adamscenter.org].

The ADAMS Center is an equal opportunity employer and welcomes candidates from all backgrounds to apply. We look forward to having you as part of our team and contributing to the success of our Youth Education Program.