



Boomerang Youth, Inc.  
**STUDENT COORDINATOR**  
Position Description

**Job:** Student Coordinator  
**Reports to:** Program Manager  
**Classification:** PTE, Non-exempt (9-month position)  
**Salary Range:** \$15-\$17/hr.

**Organization Summary:** Boomerang is a youth development organization that seeks to inspire youth to bounce back from challenges and move toward positive change. This position will join a dedicated team of staff and volunteers to provide youth with the support they need in times of crisis and beyond, to manage their challenges, cope with adversity and become resilient independent young people. As the only organization in Orange County that provides alternative to short-term suspension to middle and high school students in Chapel Hill-Carrboro City Schools and Orange County Schools, as well as after school programs, Boomerang serves over 200 young people each year.

**Position Summary:** Boomerang is hiring a Student Coordinator to provide support services during the (STRIVE) Alternative to Suspension program at the Boomerang **Hillsborough location**. Under the direction of the Program Manager, the Student Coordinator will carry out duties related to the following: group management of youth, support Program Manager in program development and related administrative tasks and record keeping.

Our culture is very important to us. We are looking for a long-term team member to join us in creating a space where young people feel safe and respected through positive relationships with adults, and who can carry on that *kinship spirit* while guiding young people to access their own strengths and move past their challenges. Self-confidence and a commitment to ethical and thoughtful human service delivery, social justice, a willingness to learn, energy to “jump in” to a fast paced environment where every day is different, a sense of humor, creativity to build programming, and a passion for working with young people is essential.

**Essential Job Duties and Responsibilities:**

Program Delivery

- Assist in developing and leading planned activities for students in Alternative to Suspension (STRIVE) programming
- Use prepared curriculum and program materials to accommodate the daily schedule
- Manage the inventory of supplies needed for programming
- Assist in the implementation of the academic component of the Alternative to Suspension program
- Provide academic support and tutoring to students as needed
- Work individually with students as needed
- Participate with and organize students in recreational activities

- Manage daily student flow: maintain control of and account for the daily whereabouts and safety of students attending Boomerang, supervise students during a routine schedule of activities and ensure students' transitions between activities
- Help establish a program environment that promotes positive youth interactions with other youth and adults
- Assist in the development of activities, programming and student-related record keeping
- Provide support and guidance for interns and volunteers assigned to STRIVE programming
- Assist in preparing and coordinating meal pick-ups and snack preparation, paying attention to any special instructions issued by parents.
- Strictly follow Boomerang guidelines in interacting with youth both on and off duty.
- Interact with staff and parents/guardians in a professional manner at all times.
- Ensure that youth leave the program at the end of the day with authorized parents or guardians or according to parent/guardian instructions.

#### Administrative

- Be responsible for completing required paperwork (student folders, data input as needed, evaluations, etc.) associated with the program.
- Other duties as assigned by Program Manager or Executive Director.

#### **Qualifications:**

- High school diploma or equivalent required, BA/BS in Human Services or related field preferred
- 1-2 years' experience working with youth and/or at risk populations, and community organizations preferred
- Strong organizational, written and verbal communication skills required
- Training and experience in facilitating small groups required
- Skill and experience in managing youth and ability to positively provide redirection and boundary setting
- Working knowledge of serving youth who have had behavioral difficulties and may have experienced trauma, substance use and/or school/home challenges
- Strong ability to work independently, and balance administrative and youth work duties
- Ability to interact effectively with the governing board, staff, family members, the court system, and other partner agencies
- Ability to perform job duties in a culturally competent manner
- Bilingual in English and Spanish an asset

We actively encourage diverse candidates to apply. Boomerang Youth, Inc., provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, or national origin.

**How to Apply:** Please email **a cover letter, resume, and the names of three professional references** to [tova.hairston@boomerangyouth.org](mailto:tova.hairston@boomerangyouth.org). Please include the job title in the subject

line of the email. No phone calls please. Applications will be accepted until August 4<sup>th</sup>. Interviews will be held the week of August 10<sup>th</sup>. Desired start date August 28, 2023.