Maple Program Coordinator,
JOYA Scholars

POSITION: Maple Program Coordinator
ORGANIZATION: JOYA Scholars (joyascholars.org)
LOCATIONS: Office & Program Site: 410 S. Lemon St, Fullerton, CA 92832
HOURLY WAGE: $14.50/hr, 32 hours/week
HOURS: Mondays, Wednesdays, & Thursdays from 11:00am-7:30pm.
Tuesdays from 11:30am-8:00pm.
Includes evenings and occasional weekends.
REPORTS TO: Executive Director

Position Summary:
JOYA Scholars’ mission is to inspire and prepare students from low-income communities in Fullerton to succeed through higher education. JOYA Scholars currently serves 86 junior high and high school students in Fullerton’s Garnet and Maple neighborhoods.

The Maple Program Coordinator will develop, implement, and facilitate the Junior High and High School College Readiness Programs for 20-30 students at the JOYA Scholars office/Maple site.

This individual is responsible for the following. 1) Serving as the primary coordinator for the following student services: mentoring, tutoring, monthly office hours, seasonal college campus visits, cultural outings, and student leadership development opportunities; and supporting additional programs and services, including Parent Academy, SAT Prep, and the Reality Changers College Applications Academy. 2) Providing individualized academic support and resources to 20-30 students, grades 7-12, and their families. 3) Recruiting, onboarding, managing, and tracking 15-20 skills-based volunteers and 1-2 interns throughout the academic year. 4) Cultivating individual and organizational partnerships within the community to sustain a pipeline of volunteers and in-kind donations that directly service programs.

Position Responsibilities:
- Coordinate and facilitate biweekly junior high and high school mentoring meetings, workshops that engage students and volunteer mentors in discussions on academic success and college readiness.
Coordinate and supervise weekly tutoring sessions between students and volunteer tutors.

Hold individualized office hour sessions with students on an as-needed basis.

Coordinate seasonal college campus visits, cultural outings, opportunities for student leadership development, and experiential learning opportunities (community engagement or service) for students, families, and volunteers.

Support a bilingual English/Spanish Parent Academy for parents enrolled in the program.

Supervise the responsibilities of an AmeriCorps staff member, interns, and volunteers.

Represent JOYA Scholars at networking meetings and community events.

Provide occasional transportation to students for special program events. Mileage reimbursement is provided.

Maintain timely, holistic, and transparent communication among staff, students, families, and volunteers in the program, via phone, text, and email.

Implement and update aspects of the volunteer and intern program as needed, including the following components: outreach, recruitment, onboarding (orientation and training), management, evaluation, and tracking impact.

Secure in-kind donations and volunteers by cultivating and nurturing business partnerships.

Routinely post on behalf of the program on social media platforms, including Instagram, Facebook, and Twitter, and create basic marketing materials that adhere to and are consistent with the JOYA Scholars brand.

Desirable Characteristics:

- Must demonstrate strong written and verbal communication skills.
- Comfortable speaking in public and working with diverse audiences.
- Possess leadership and proactive interpersonal skills. Build positive professional relationships, work cooperatively in group situations, and effectively respond to and resolve conflicts.
- Strong personal standards of excellence, ethics, and integrity. Adaptability, organizational skills, and the ability to effectively handle multiple tasks.
- Display cultural sensitivity and a personal conviction on vulnerable communities.
- Proficient in relevant technology, including social media.
- Experience in community service and leadership roles.
- Bilingual in Spanish is a plus, but is not required.

Eligibility Requirements:

- Possess a Bachelor’s Degree or equivalent experience required.
- Clear a criminal background check.
● Must have reliable access to transportation.

Benefits:
● $500 per year stipend for out of pocket medical expenses, to be activated following six-month probationary period.
● Opportunity to gain hands-on, individualized experience in the education and nonprofit sector.

To Apply: Please send a letter of interest and resume to Christian Esteban, Executive Director, at christianesteban@joyascholars.org. Contact (209) 505-2452 with any questions.