

Program Coordinator, English Learner Success

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Program Coordinator, English Learner Success** is responsible for the oversight of after school programs that help to support late arrival immigrant and refugee teens who are English learners! This is a part time position (26 hours per week) and it requires that the incumbent is available to work after school hours as well as be available to attend events on evenings and weekends.

Responsibilities include:

- Oversee an after-school program which supports the academic, social, and emotional needs of late arrival immigrant and refugee teens who are English Learners
- Recruit students by coordinating with Bulkeley High School ESOL teachers for in-class presentations and dissemination of program information at school-sponsored resource fairs
- Hire and supervise part-time contractual staff, such as after-school teachers and parent liaison
- Recruit, orient and supervise program volunteers
- Manage the day-to-day operations of the program, including program set-up and clean-up, organization of program materials, and snack and bus pass distribution
- Serve as the liaison to program partners to schedule enrichment activities
- Coordinate recreational and educational field trips and special events
- Promote student retention by creating a positive and welcoming atmosphere
- Record, monitor, and report student attendance
- Gather demographic information on each student, such as country of origin, languages spoken, length of time in the U.S., age, gender, grade in school, etc.
- Enter all data into the on-line Cayen reporting system as required by the CT State Department of Education
- Complete program self-assessment and other progress reports as required by the funder
- Maintain the security and confidentiality of all student/family/program data

- All other duties as assigned

Required:

- Bachelor's degree required
- Experience coordinating positive youth development and enrichment activities
- Experience working with a culturally and linguistically diverse student population
- Ability to work effectively with others in a team
- Excellent communication skills
- Availability during after-school hours, and flexibility to attend occasional special events on evenings/weekends

To Apply: Please email resume and cover letter to tap@hplct.org and reference **“Program Coordinator, ELS”** in the subject line of your email. Resumes will only be accepted by email.
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