

JOB POSTING

The Capuchin mission is based on service and nurturing of the human spirit. The Capuchin Soup Kitchen is a ministry within the Province of St. Joseph of the Capuchin Order. The Soup Kitchen ministry serves meals at our two soup kitchens, assists with groceries, clothing, and furniture items on an emergency basis at our warehouse services center and provides a men's residential substance abuse recovery program.

The Province of St. Joseph of the Capuchin Order is an equal opportunity employer. Neither the Province nor the Capuchin Soup Kitchen (CSK) will discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disability or other legally protected status.

Employees of the Province of St. Joseph of the Capuchin Order are expected to demonstrate and support the Capuchin mission, vision and values throughout all professional responsibilities and activities by acting at all times towards clients, volunteers, vendors, benefactors and co-workers with hospitality, joyful service and compassion; and to partner with all for empowerment and justice.

Position: **Youth Program Assistant - full time (40 hours M-F)**

Supervisor: Youth Program Manager and Program Coordinator

Location: Conner Facility

Start Date: September/October

Brief Description

The Youth Program Assistant assists in the coordination and administration of the tutoring program and assists in developing lesson plans, goals and objectives for students and tutoring when necessary. The position coordinates the creative library activities, including supervision of children; selection, organization and display of books; special activities and classes. This position will also assist in the development of the Program as a whole by participating in planning meetings, research and general administrative tasks for all segments of the Program. This is an excellent opportunity to gain experience working with youth of varying ages.

To apply for this position, please submit a completed application at Human Resources at 1264 Meldrum, Detroit, MI 48207 or email your cover letter and resume to employment@thecapuchins.org by November 9th, 2016 . The hiring process will include an interview for qualified applicants, and any person hired must complete a pre-employment drug and alcohol test and background check. (You may request a full job description through this email address.)

Skills needed

Associate's degree in education, sociology, psychology, pre-social work or a related field required
Experience tutoring youth or mentoring in educational settings

Experience motivating youth to read

Experience working in multi-cultural settings

Experience supervising groups of children

Must have demonstrated good communication skills, both written and verbal

Must have demonstrated organizational and interpersonal skills.

Must be computer literate in Microsoft Office and Outlook and use of the Internet for research.

Must be willing to attend trainings and workshops to improve tutoring and library programs

Must be able to lift 50 lbs.