

## **PROGRAM COORDINATOR JOB DESCRIPTION**

### **ORGANIZATION**

Claretian Associates reaches more than 3000 low- to moderate- income to African American and Latino families each year through housing placement, homeownership, employment, financial literacy and referrals. Since 1991, we have built a web of relationships, and activities that have affirmed our faith in the future of South Chicago. Through our violence prevention programs, we provide opportunities for at –risk-youth, make sure that families in South Chicago are safe, and ensure that children have safe routes to and from school. Complementary to these efforts, Claretian Associates has implemented a wealth of programs that have allowed the agency to provide street outreach to over 500 high – risk individuals connecting them to secondary prevention services such as case management, restorative justice, employment, family support, mentorship, and trauma-informed, mental health programs among others.

### **PROGRAM OVERVIEW**

Claretian Associates is a vendor of Chicago Public School’s (CPS) Safe Passage program. Through Safe Passages, the organization provides services to local high schools: James H. Bowen & George H. Corliss, and elementary schools: Burnham/Anthony Math & Science Academy and Myra Bradwell. Safe Passages ensures that students travel safely to and from school under the supervision of 51 Safe Passage Watchers – local residents who work as the “eyes and ears” of the community before and after school. Safe Passage Watchers also provide vital information on problem properties that are havens for crime and drug activities.

### **POSITION OVERVIEWS/ JOB DUTIES**

- Reports to the Safety Program Manager.
- Participate in training and educational opportunities to expand knowledge and skills. This includes (but is not limited to) the Peace Academy Trainings.
- Oversee all Claretian Associates summer programs Safe Passages, PlayStreet & Hoops in the Hood.
- Assist in staff meetings, planning meetings, interviews, and training where help is needed.

### **QUALIFICATIONS:**

- High school diploma or equivalent three years experiences.
- Flexible schedule including evenings and/ or weekends, as needed.
- Must have a great personality, good communication skills to interact with students, parents, school administration, residents in the community, Safe Passage worker etc.
- The ability to collaborate with other Claretian Associates staff, PlayStreet & Hoops in the Hood and Safe Passage staff for overall organizational plan and structure.
- Must have knowledge of Filing, Microsoft, Excel and ADP Software.

- Assist in interviews, hiring process and training.
- Must have positive behavior and be punctual
- Must have the ability to follow oral and written instructions.
- Must have the ability to write clearly for reports as needed.
- Must pass a criminal background check and drug screening test.

Salary Range: \$15-17/HR based on experience.

Those interested in applying for this position should send a cover letter and resume to:

Ms. April Morris, Safety Manager  
Claretian Associates, Inc.  
9108 South Brandon  
Chicago, IL 60617  
Or by email: [aprilm@claretianassociates.org](mailto:aprilm@claretianassociates.org)