



**Department: Youth Enrichment (Before- & After-School and Summer)**

**Position: Program Coordinator**

**Employee Type: Part-time, Exempt**

**Hours: 20 hours per week/Monday thru Friday**

**Reports to: Youth Enrichment Program Manager**

### **Position Overview**

The Youth Enrichment Program Coordinator supports the planning, implementation, and day-to-day operations of LHOI's before-school, after-school, and summer youth programs serving students in grades K–5.

Reporting directly to the Program Manager, the Coordinator plays a key role in ensuring safe, engaging, and high-quality programming that promotes academic support, enrichment, and positive youth development in alignment with LHOI's mission to help youth thrive inside and outside the classroom.

The Program Coordinator assists with program delivery, staff and volunteer support, student engagement, and family communication.

The hours for Before and After School:

- Before School: 7:30 a.m. - 9 a.m.
- After School: 3:30 - 6:30 p.m.
- 8-week Summer Camp: 8 a.m. - 4 p.m.

### **Key Responsibilities**

#### **Program Support & Implementation**

- Assist the Program Manager with preparing and implementing daily program activities, including academic support, enrichment projects, arts, STEM, and recreational opportunities.
- Help set up and organize program spaces, materials, and equipment.
- Ensure activities meet safety standards and support a positive, inclusive environment.
- Provide direct supervision and engagement with students during program hours.

## **Student & Family Engagement**

- Build positive relationships with students and families.
- Support regular communication with parents/guardians regarding student participation, schedules, and upcoming events.
- Assist with family engagement activities and help encourage participation in LHOI programs.

## **Staff & Volunteer Support**

- Assist with onboarding, scheduling, and supporting program staff, interns, and volunteers.
- Provide day-to-day guidance to ensure program activities run smoothly.
- Help coordinate logistics for guest speakers, field trips, and special events.

## **Recruitment & Enrollment**

- Support student recruitment and enrollment processes, including distributing materials, collecting applications, and assisting with orientation.
- Monitor attendance and communicate with families to encourage consistent participation.

## **Program Administration**

- Maintain accurate daily attendance and incident reports.
- Assist with tracking program outcomes and providing data to the Program Manager as needed.
- Help maintain program supplies and ensure resources are available for activities.

## **Summer Camp Support**

- Assist in the preparation and daily operation of the 8-week summer camp, including enrichment activities, field trips, and logistics.
- Provide supervision and engagement with campers and help support summer staff.

## **Other Duties**

- Perform other responsibilities as assigned by the Program Manager to ensure smooth program operations.

## Qualifications

- Associate's degree or equivalent experience in education, youth development, recreation, or related field (Bachelor's degree preferred).
- Minimum 1–2 years of experience working with youth, preferably in an after-school or camp setting.
- Strong organizational and interpersonal skills.
- Ability to build positive relationships with diverse youth populations and families.
- Knowledge of child/youth development and culturally responsive practices.
- Reliable, flexible, and able to work independently under the guidance of the Program Manager.
- Proficiency with Microsoft Office, Google Workspace, and basic technology tools.
- CPR/First Aid certification
- Must pass background check and drug test

## About Lincoln Heights Outreach Incorporated

Lincoln Heights Outreach Incorporated (LHOI) is a nonprofit 501(c)3 organization located in the historic Village of Lincoln Heights and serving Lincoln Heights and surrounding communities. Established in 2012, we are committed to moving families towards self-sufficiency through our advocacy and outreach programs that cover a range of educational, human, and social services. Our mission is to empower families and individuals toward becoming self-sufficient through opportunities that impact their overall social, emotional, physical, mental, spiritual and economic well-being with the adjacent and surrounding neighborhoods in the city of Cincinnati and within Hamilton County Ohio.

<https://lincolnheightsoutreach.org/>

LHOI is an Equal Employment Opportunity Employer (EEOE). We are committed to creating an inclusive and diverse workplace where all employees are valued and treated with respect.

**To apply:** Email your cover letter and resume to [lhoied@lhoicincy.net](mailto:lhoied@lhoicincy.net).