

The Brick House Community Resource Center

Position Title: Project AMP Coordinator

Compensation: 20-25 hours per week; \$21 per hour

Schedule: Monday-Thursday (some flexibility with hours)

Reports to: Youth Programs Director

Benefits: HRA healthcare reimbursement, sick and vacation accrual, paid holidays

About the Brick House: The mission of The Brick House is to support youth and family well-being by providing a place in Turners Falls for creativity and learning, growth and leadership, and strengthening community connection.

About the Position: [Project Amp](#) is an evidence-based brief, youth-driven, strengths-based, and non-punitive mentorship program. Over 4-8 sessions, youth explore interests, develop goals, and navigate through pressures and risks that might impact their well-being all facilitated by a near-age mentor. This program will foster a relationship of empowerment to help them reach their goals and strive towards self-resiliency. The Project Amp program has a flexible curriculum and is able to be tailored to fit the needs of the individual mentee.

Specific Responsibilities:

- Oversee operations and activities of the Project Amp mentorship program; evaluate operations and activities and recommend program improvements and modifications.
- Oversee the planning and implementation of mentorship meetings and activities, including facilitating mentorship meetings with youth
- Build and foster positive relationships with partnering schools and organizations that serve as locations for the Project Amp program.
- Recommend policies and practices for program admission and attendance requirements as related to program goals.
- Develop program participant behavior and discipline guidelines with the support of the youth programs team.
- Support the Director in ensuring compliance with funding source requirements, including submission of surveys and other youth data, and maintain attendance records.
- Provide input to program budgets; make or authorize purchase of supplies, equipment, or incentives
- Identify and document program policies, procedures, and best practices for consistent program delivery.
- Attend meetings required for the grant including bi-weekly learning communities and monthly grantee meetings.
- Assist with the creation and implementation of marketing, recruiting and strategic plans for specific programs and services; partner with local agencies and stakeholders to promote program objectives and community benefits; foster public awareness of Project Amp.
- Obtain all necessary documentation and materials required for to implement the program
- Report to our data systems in a timely manner.
- Other duties may be assigned.

Required Qualifications:

- Ability to pass a CORI and SAFIS (Fingerprint) background check
- A Bachelor's degree from an accredited college or university in a related field (preferred)
- At least 2 years of experience in a similar role or the demonstrated ability to perform the specified roles of the position.
- At least 1-2 years planning and leading teen related programming.
- Knowledge of Youth Development and other evidence-based practices.
- Demonstrated Ability to motivate youth and manage behavior challenges.
- Demonstrated ability to plan and implement quality programs for youth.

To Apply:

Email copy of your resume and cover letter outlining your experience to hbertrand@brickhousecommunity.org

We are always looking for enthusiastic candidates who are the best fit for the role, both culturally and through experience. If you believe you would be a good addition to our team, we look forward to your application!

THE BRICK HOUSE COMMUNITY RESOURCE CENTER provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity or genetics.

Position will remain open until filled.