



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

**Position Title:** Summer Learning Coordinator-- 'Echale Ganas Summer Institute' (SEA Site)

**FLSA Status:** TEMP Summer Position, 35 weekly hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$28.85

**To Apply:** Please send cover letter, application (*found on website*) and resume to [lhuizar@elcentrodelaraza.org](mailto:lhuizar@elcentrodelaraza.org)

### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

*Temporary Summer Position, Employment from June 12- August 18, 2023*

The 'Echale Ganas Summer Institute' brings together 35 rising Latina/o middle school youth to build community, establish summer friendships, and enter the next school year at or above grade level. Our program is designed to foster an atmosphere of collective learning, celebration and fun! Scholars in our program receive academic support in Language Arts, Math/Science and Ethnic Studies. Youth also venture on weekly field trips focus on exploring their Pacific Northwest backyard.

As the Summer Learning Coordinator, you will be the lead of daily program operations and logistics. In collaboration with the FW Summer Learning Coordinator, you will provide support to instructors, camp leads, youth and families as they navigate the 6 weeks of program. We are seeking an organized, relational leader who can commit to ensure program quality is maintained, instructors are able to confident lead their curriculum, meals are ready for students and field trip logistics are set for every Friday. Spend your summer supporting the next generation of scholars establish their 'ganas' for learning!

### ESSENTIAL QUALIFICATIONS:

- B.A. in Ethnic Studies, Chicana Studies, History, Education or related field.
- 2-3 years of work experience, youth related field preferred.
- Ability to build rapport and authentic relationships with youth identifying as Latino, Immigrant or Non-English Speakers.
- Bilingual Spanish/English both written and oral fluency preferred.
- Familiarity with Latino community, immigrant communities and/or diverse communities.
- Valid Driver's License and Insurance in WA State.

### ESSENTIAL FUNCTIONS:

- Attend program in person for entirety of program operations (July 5- August 15, 2023).
- Provide information and support to the summer learning program parents, students, instructors, and aide.

Community Action Agency • United Way Agency • Affiliate of UnidosUs  
2524 16<sup>th</sup> Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786  
[www.elcentrodelaraza.org](http://www.elcentrodelaraza.org) • 501c(3) Nonprofit Tax ID: 91-0899927

- Support with the collection of SPS student ID numbers, maintain attendance records and ensure all youth complete the exit survey.
- Support instructors and aide with daily classroom management. Ensure 15:2 youth to staff ratio is maintained daily.
- Ensure quality of daily program by providing necessary supports to teaching staff, ensuring all materials are available and supporting with the tracking of hours to process payroll.
- Assist program aides with lunch meals by ensuring all items are ordered—creating order list and pricing breakdown.
- Lead opening and closing circle activities. Create rotation circle with aides and coach through dynamic circle facilitation.
- Coordinate field trips and reserve El Centro Youth Van on field trip days. Vans are mini-vans, 7 passenger seats.
- Collaborate with FW Summer Coordinator to ensure program alignment.
- Participate in weekly spirit days alongside students.

**SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with teaching platforms such as: Kahoot!, Padlet, ClassDojo, etc.
- Classroom management experience

**WORKING CONDITIONS:**

Program will be offered 100% in person, staff member will work in person at Beacon Hill Site, 2524 16<sup>th</sup> Ave S Seattle, WA 98144.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.



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**Covid-19 Vaccination Requirement:**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

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Employee Signature

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Date

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Supervisor Signature

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Date

cc HR, personnel file  
REV: 5/2023