

## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. We build, preserve, finance, and/or manage more than 4,000 affordable housing units across the mid-Atlantic region, and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of over 50 across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Sustainability. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

Our Community Outreach and Impact (COI) team is dedicated to resident success. We believe that all people deserve affordable housing and that integrated, onsite services provide accessible support to our residents. Throughout our work, we uphold the following values:

- Community Building
- Resident Leadership
- Racial Justice

## POSITION

NHT's Community Outreach and Impact team is looking for an Afterschool Program Leader with a hands-on, self-starter approach in providing a safe, engaging, and educational environment for school-aged youth in an affordable housing community in Southeast DC. The program leader will plan and implement various activities, supervise youth, and ensure their well-being during program hours. This position requires a strong commitment to child development, patience, and effective communication skills. The program leader works directly with youth and reports to the COI Resident Services Coordinator.

This position is DC-based and the program will run Monday and Thursday afterschool. Due to the nature of the work, this position does not offer remote work options.

## RESPONSIBILITIES

- Monitor and supervise youth in a safe and structured environment.
- Ensure the safety and well-being of all participants.
- Homework assistance; provide support and guidance to youth with their homework and academic assignments. Encourage and facilitate a positive attitude toward learning.
- Plan and implement activities; assist in the development and implementation of age-appropriate and engaging and interactive activities that promote learning, creativity, and social development.
- Coordinate and lead group activities, games, and workshops.
- Enforce program guidelines and policies consistently and fairly.

- Maintain open and effective communication with youth, parents, and the Resident Services Coordinator.
- Respond immediately and appropriately in cases of accidents or emergencies.
- Maintain accurate records of attendance, incidents, and program activities.
- Ensure that program equipment and materials are properly maintained, organized, and stored away after each session.
- Report any equipment issues or supply needs to the Resident Services Coordinator.

## DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed and emerging leader with at least two years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- **Education:** High school diploma or equivalent required; some college coursework in education, child development, or a related field is preferred.
- Previous experience working with children or adolescents in an educational or recreational setting is advantageous.
- Strong interpersonal and communication skills are necessary.
- Patience, empathy, and the ability to work effectively with diverse groups of children.
- First Aid and CPR certification required.
- Criminal background check and child abuse clearance is mandatory.
- Computer skills, and knowledge and experience with Microsoft Office Suite Programs.
- Commitment to NHT's mission, including a deep dedication to assisting low-income families.

## COMPENSATION

This is a part-time position with a starting hourly rate range of \$18 - \$20. The position will conclude at the end of the current school year, June 2024.

## JOIN US

[Apply for This Job](#). No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

*NHT requires that all employees maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.*