

**Academic Specialist – Rosa Parks Children and Youth Program**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Rosa Parks Children and Youth Program, a program of the Capuchin Soup Kitchen (CSK) seeks to stretch the minds of young people, stimulate their creativity, and explore with them alternatives to violence. The Academic Specialist will support participants in their education goals by working with staff, families and schools. This position will also support the Rosa Parks Children and Youth Program staff by helping with other activities such as field trips and summer camp.

**Essential Duties and Responsibilities:**

- Demonstrate, exemplify and support the Capuchin charism and the Province’s Mission, Vision and Values throughout all professional responsibilities and activities
- Develop, implement and assess relevant lesson plans, goals and objectives for participants in Academic Support Program
- Establish and maintain relationships with participant families and corresponding school staffs
- Schedule year-round individual academic sessions for eligible participants
- Effectively communicate with staff and participant families to ensure goals are clear and attainable
- Within safe environment guidelines and protocols, develop effective relationships with students to enhance learning potential
- Maintain reading library, including but not limited to: ordering, organizing and labeling books, and ensuring the area is clean and inviting
- Work with staff to ensure safety of students at all times
- Work with local schools to recruit new participants
- Motivate participants to enhance their academic skills
- Help organize and participate in summer camps and other activities and events
- Be available to assist in all CSK events and programs
- Comply with Province and CSK policies, procedures, guidelines and standards.

**Qualifications:** Bachelor degree in education or similar field, 2 years’ experience in classroom setting, must have or complete “Protecting God’s Children: training within 90 days of hire; Able to relate effectively to youth of all ages in a central city environment, able to work a flexible schedule including late afternoon/early evenings and some Saturdays; knowledge of social and economic variable that may affect youth. Effective communication, problem solving, interpersonal, organizational, Microsoft Office and data entry skills.

**Review of resumes and applications will begin immediately.**

**Interested candidates can apply by submitting letter of interest and resume to:**

2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Academic Specialist in the subject line.  
(Or)
3. Attention: Human Resources  
Re: Academic Specialist  
Conner Soup Kitchen  
4390 Conner,  
Detroit, MI 48215

Internal candidates may apply by sending an internal application, available from Human Resources, to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)