

**Youth Program Assistant
The Province of St. Joseph of the Capuchin Order
Capuchin Soup Kitchen - Conner Location**

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 Province of St. Joseph of the Capuchin Order, is currently seeking a Youth Program Assistant to assist in the coordination and administration of the tutoring program at our Conner Soup Kitchen location.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Assist in developing lesson plans, goals and objectives for students and tutoring
- Create and maintain in-house databases
- Develop and maintain relationships with families and schools
- Collect and analyze data to guide program direction
- Maintain reading library, including but not limited to: ordering books and displays of books, labeling and organizing books, keeping shelves clean
- Organize and oversee SAT classes and student eligibility
- Coordinate winter transportation program
- Motivate youth in reading and comprehension skills
- Supervise groups of children in a multicultural setting
- Other duties as assigned

Qualifications: The desired education and experience level for this position: we prefer (not required) that the candidate have an Associate's degree in education, sociology, psychology, pre-social work or a related field. Experience tutoring, teaching and/or mentoring youth is essential. Proficiency in computers, Microsoft Excel, Word and Outlook. The successful candidate will be able to supervise children in a learning environment while also being able to assist in administrative work for the program.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.
OR Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Youth Program Assistant in the subject.
3. Attention: Human Resources
Youth Program Assistant
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207