



## Education Associate

Homeless No More works with families that are at-risk or experiencing homelessness through the following strategic initiatives: emergency services (Family Shelter), transitional shelter (St. Lawrence Place), affordable housing (Live Oak), and advocacy. We do this by supporting homeless and at-risk families through services and environments that help maximize their potential and move them toward independent living.

The Education Associate is part of the Program Team and provides wrap-around services for families across Homeless No More programs. This position reports to the Education Coordinator and is responsible for planning, preparation, and assisting with the day to day responsibilities of operating afterschool and summer camp programming for children ages 5-14. The Education Team works closely with other areas of the organization including education, communications, compliance, and operations through informal communication as well as established processes and meetings.

### Essential Responsibilities:

- Ensure the safety of all children in the program while positively engaging with children, families, and volunteers
- Cultivate an engaging and trusting learning environment where children feel safe
- Employ behavior management strategies that support engagement and help children learn and grow
- Actively monitor children and participate in activities with them
- Communicate with the Education Coordinator and Education Program Manager regarding important and urgent matters regarding children, volunteers, or the facilities
- Assist in the design, planning, and implementation of educational programming to address the learning needs of students in the afterschool and camp programs (fall, winter, spring break, and summer)
- Develop rapport with all youth and families served by the HNM afterschool and camp programs
- Serve as an active participant on the Family Services and Education Teams, providing backup and support to peers as needed
- Assist in the ongoing assessment of family and educational services
- Consistently track student success measures to promote and meet established outcomes
- Accurate and timely documentation of all client interactions in designated records, ensuring documentation adheres to HMIS guidelines, grant requirements, and organizational procedures
- Ensure the standards and practices for the upkeep, use, and maintenance of the Education Center are followed at all times

### Other Responsibilities:

- Attend trainings and workshops as necessary
- Additional duties as assigned

### Position Qualifications:

We are looking for someone who has:

- Thrives in a fast-paced, fun environment, and enjoys working with children and families
- A passion for helping at-risk youth succeed
- The ability to employ behavior management that is not punishment based

- The ability to work effectively as a member of a multidisciplinary team
- Has strong verbal and written communication, administrative, and organizational skills
- Has a strengths-based and solution-focused approach
- Demonstrates the ability to manage and de-escalate crisis situations
- An ability to successfully multi-task, prioritize, or pivot to ensure quality care

***Required Qualifications:***

- A high school diploma or GED
- Experience with youth development and engaging children facing challenging circumstances
- An understanding of child development and the public education system
- Ability to design and implement age appropriate activities with children and capitalize on teaching moments
- Ability to make learning fun

***Preferred Qualifications:***

- Experience working with at-risk populations, including but not limited to: people experiencing homelessness and people living in poverty
- A working knowledge of how social determinants of health affect education
- Experience in the non-profit sector
- An understanding of data collection, reporting, and compliance management
- Knowledge of Homeless Management Information System (HMIS)

**Location:** Columbia, SC

**Salary range:** \$10-14 per hour

**Schedule:** Routinely, 2pm – 6pm Monday - Friday, extend hours during early release (10am-6pm) and summer/winter break (8am-6pm)

**Employment type:** Part-time, PRN

**This job description is not intended to be all-inclusive. HNM reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.**

**To apply, please email your resume to Erin Burgess at [eburgess@homelessnomoresc.org](mailto:eburgess@homelessnomoresc.org).**