



## **Joy, Hopes, and Dreams Program Associate**

**Location:**  
Lawrenceville, NJ

**Position Type/Classification:**  
Full-Time/Evenings/Weekends

**Reporting to:**  
Joy, Hopes, and Dreams Program Director

**Compensation:**  
\$45,000-\$50,000

### **Summary/Objective:**

Joy, Hopes & Dreams (JHD) is HomeFront's stellar lineup of engaging education and enrichment activities for the wonderful school-age youngsters we serve. Many children from families facing homelessness or severe economic hardship do not have access to help with schoolwork and tutoring; classes in music and the other arts; team sports; or horizon-expanding outings. The Joy, Hopes & Dreams team works hard to make sure these children have access enriching opportunities and individualized tutoring. The JHD team works tirelessly to ensure that participant youth have a vision of a better future and the support and skills to make their dreams a reality. All services are focused on strengthening families and supporting children experiencing housing crisis and living in poverty.

The JHD Program Associate will embrace Mercer County's homeless community as a hands-on advocate and mentor for disadvantaged youth and families and will coordinate programming to meet their needs. The Program Associate will assist with mobilizing and managing the efforts of community organizations, companies, and individuals to create and maintain effective education and enrichment programs for participating families. The program offers an after-school and weekend schedule that works to meet the educational and emotional needs of the children involved. Evening and weekend flexible hours are required.

### **Essential Job Functions/Responsibilities**

- Actively coordinate and implement tutoring, art, special events, sports, and teen programming, and some summer camp activities
- Assist in the management of community partners, corporations and diverse volunteer corps to deliver educational and enrichment programs
- Serve in the role of counselor, advocate and moderator for children and families participating in program or facing urgent need
- Assess and anticipate children's needs and proactively present resources for resolution of those needs
- Enter and maintain client data, service plan, and case management notes in case management software (Apricot)

- Be responsible for all aspects of design, implementation, and maintenance of daily program activities
- Transport children and family to and from events
- Solicit and integrate participant
- Collaborate with program teams and other key HomeFront staff to enhance creativity in service delivery and participant engagement and ensure access to all programming feedback to develop new programs and program enhancements to meet identified needs
- Ensure and protect agency, employee and participant confidentiality and enforce program guidelines and safety regulations

### **Technical Skills**

- Intermediate Microsoft Office applications

### **Required Education & Experience**

- Associate's degree in Education, Social Work or Child Development or related field
- Experience working with children
- Valid driver's license

### **Preferred Education & Experience**

- Bachelor's degree in Education, Social Work or Child Development or related field
- Knowledge of state, Trenton and Mercer County social services landscape
- Strong verbal and written communication; bilingual fluency in Spanish preferred

### **Physical Demand**

- Ability to lift up to 30 lbs
- Ability to kneel, stoop, bend, stand and sit for long periods of time
- Ability to climb several flights of steps
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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