

Education and Youth Coordinators at SOS Children's Villages

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Job Description

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SOS Children's Villages is an independent, non-governmental international development organization which has been working to meet the needs and protect the interests and rights of children since .

Position Summary:

Reporting to the Location Programme Director, the Education and Youth Coordinator is responsible for planning and implementing Educational and Youth programmes for individual children within the SOS Children's Villages in Kenya, other Alternative care placements and implementing Youth Programmes, in consultation and support of the Alternative Care, Family Strengthening Coordinator and school heads where applicable. Through his/her efforts, the Children/Youth will be guided to reach their full potential through developing academic and practical skills required to earn a living and lead a well-balanced life. He/She will be responsible for mentorship and career guidance programmes by supporting programmes that are guided by the existing policies and guidelines. In achieving this, the Education and youth coordinator will be required to carry him/herself as role model and guide in providing support and a positive example to the Youth and children.

KEY RESPONSIBILITIES

Supports the SOS Parent/care-givers to create a stimulating learning environment for the youth.

Work with SOS Parents and Community Caregivers enrolled in the programme to play a

significant role in their children's education, stimulating their interest in learning within the home and guide them to take a particular interest in the progress of the children at school.

Provides advice, guidance and support to SOS Parent and community Caregivers on educational issues and support children to appreciate learning as a worthwhile, interesting and enjoyable activity.

Encourages and assists SOS Parent and community Care-givers to improve their own educational skills so that they are able to provide greater educational support to their children.

This includes the development and implementation of programmes to raise the educational level of SOS Parent/ Care-givers.

Organizes educational activities, which the children will find interesting and enjoyable

Guide the Personal Development of the Youth

Carry oneself in a manner that encourages youth's positive behaviour

Build relationships with the youth that are based on mutual respect for each other.

Organize regular informal and formal forums which allow the youth to be free to discuss issues affecting them.

Provides Educational and Career Guidance

Develops a clear understanding of each child's/youth skills, abilities, potential, future prospects, and aspirations.

Keeps children, youth and caregivers informed of available vocational training and educational opportunities, including those offered by SOS locally and in other countries.

Works in close Co-operation with the social workers, where applicable to support in nurturing children and youth talents

Provide youth and children with ongoing career counselling and job orientation, on need and level basis.

Sensitize youth on TVET and link them with available vocational training and educational opportunities.

Support the young persons to identify tertiary institutions that will best bring out the youths' potential in academic and non – academic programmes

Provide the youth with information that will help them to make informed choices in terms of, sex and sexuality, relationships, HIV/AIDS, Drugs and substance abuse etc.

Conduct business management courses for aspiring youth so that they are able to make informed proposals for their business ventures, including detailed research or feasibility study.

Put in place business monitoring tool with proper documentation.

Encourage the youth to apply for youth business grants from the Government ministries or from other donor opportunities

Support the youths to identify and take up internship; attachment; Employability and entrepreneurship opportunities

Work with like-minded partners to support youth to be placed in internships and jobs for selfreliance

Addresses the Educational Needs of children and youth

Maintain contact with teachers and other school staff to have to support on follow-ups on cases that require administrative support.

Acts as liaison advisor of caregivers of Alternative care and Family Strengthen Programme children/youth on school matters.

Coordinate Parent school visits and consolidate feedback to guide the required support.

Arranges additional support to meet the needs of individual children and youth. This may include individual tutoring, after-school or holiday remedial classes for children in Alternative care programmes.

Develops and co-ordinates a study programme for children and youth (e.g. guided home-work sessions) highlighting study methods and providing support in the children's weaker areas, in order to improve academic performance.

Identifies alternative educational/vocational skills training opportunities for children/Youth who are may not have the ability to complete a full transitioning cycle.

Promote Community Service and integration

Identify and promote community service opportunities among the youth. Administer the placement of youth in short or long-term programmes.

Encourage youth to take advantage of opportunities which integrate them with the surrounding community, and which expose them to life outside SOS CVs, such as clubs etc.

Involve the youth provide community -service in their immediate community

Work out a way to enable the youth use some of the allowances that they get in community service.

Form networks and relationships with Community Based Organizations and Charitable Organizations, which would help SOS CV KE identify the areas in which the youth's services would be best situated.

Work in close consultation with Village staff to involve the children in the village in community service that is undertaken by the youth.

Encourage the youth to be proactive in the socio-political and socio-economic affairs that are affecting the country.

Train and facilitate youth enrol to groups, clubs, societies and organizations that help the youth develop their various talents.

Co-ordinate Youth Activity Programmes.

Prepare budget to support the planned holiday activities.

Build relationships with the youth that are based on mutual respect for each other.

Form Youth various committees like disciplinary, entertainment, budget committee etc.

Involve youth to participate in annual plans and budgets in every cycle for issues which affects them to be captured

Create & Maintain Links with the SOS Children's Village

Ensure youth within the Village and those under supported independent living maintain close contact with their SOS Parents and families of origin. This includes participating in

special family events and family matters

Involve the SOS Parents in the youth activities. Consult SOS Parents on major decisions affecting the youth's future. E.g. a transfer to a different school.

Develop a close interaction between youth in the facility, those under supported Independent living and those already living with their relatives to interact with the children in the villages so as to create awareness and a sense of responsibility to enable them take an active role in their family houses.

Assist the Alternative Care and FSP Coordinators and SOS Parent transitioning the teenagers to youths and adjust to their new life and stage in life.

Create a database of all the youth in the youth facilities, giving details of where they stay, and the activities they are involved in.

Supports the fulfilment of the requirements of the International Sponsorship Office

Ensure that all international child sponsors are provided with a Christmas card each year, education progress reports and mid-year progress report in respect to the relevant child and an updated photograph of the child at least every year.

Ensure that the content and language used in external correspondence is appropriate.

Support the National Office to ensure that the International Sponsorship Office is properly informed of all departures from the village.

Keep up-to-date with all sponsorship policies and procedures. Thoroughly understands and complies with the requirement of the International Sponsorship Policy Support.

Create, update and ensure that youth files have all requisite documents and are well kept in line with sponsorship requirements.

Ensure that the youth termly progress reports are submitted as per the stipulated quality and timelines.

Ensure the PDB2 data on children and youth is well updated in database.

Formal qualifications & Experience Requirements

A Bachelor's Degree in Education or related discipline

A Degree in Social work, Community Development or equivalent is an added advantage

Experience of working on a similar role will be an added advantage

Proficiency in basic computer packages like MS Word, MS Excel, MS Outlook and MS PowerPoint

At least five years relevant experience in coordinating education programs/ activities in a child -focused organizations will be an added advantage.

Must be a team player with excellent interpersonal skills

Strong report writing skills

High standards of conduct and ethics as well as integrity, appropriate judgment, independence and confidentiality.

Personal organization and planning skills; ability to organize and prioritize

Performs any other tasks that may be assigned by the immediate supervisor from time to time

Child Protection Policy

SOS Children's Villages Kenya takes (Child safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

Data Protection Policy

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages Kenya beneficiaries and their families, as well as co-workers, is handled confidentially and in accordance with prevailing SOS-Kinderdorf International data protection laws. To show your acceptance of the terms of service and the Data Protection Policy

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