



POSITION OPEN UNTIL FILLED: Student Services Coordinator

Position Details:

Location: Salt Lake City, Utah

FLSA Status: full-time salary, exempt

Reports to: Youth Prevention Director

**Due to the collaborative nature of this position and Spy Hop's work, this position is in-person, remote candidates cannot be considered.*

Spy Hop seeks a full-time **Student Services Coordinator** to build capacity to implement programs and services supporting the social, emotional, and academic success of Spy Hop students and reduce barriers to their participation in Spy Hop programming. The Coordinator will assist with the design, development, and implementation of student services programs addressing: transportation, food access, academic support, social-emotional health, and job placement/career support. This position reports directly to the Youth Prevention Director and works collaboratively with the Core & Community Program Directors and Spy Hop staff and families.

DUTIES & RESPONSIBILITIES

- Support Spy Hop students in developing positive relationships with peers, mentors, and parents and improving various social skills, such as coping strategies and decision-making skills
- Facilitate the Wyman Teen Outreach Program (TOP) with Spy Hop students in collaboration with the Youth Prevention Director and teaching mentors
- Provide referrals and resources to Spy Hop students in need of counseling or other mental health services
- Support teaching mentors by designing training on supportive behavior management practices and responding to crisis situations
- Act as a resource and liaison for parents, mentors, and students and implement family engagement activities
- Design and coordinate academic support opportunities and activities for Spy Hop students
- Organize and coordinate transportation options for students to get to and from Spy Hop programs
- Design and coordinate food programs for Spy Hop students and families
- Collaborate with Spy Hop staff to design and coordinate job placement and career support opportunities for Spy Hop students
- Maintain necessary records and reports ensuring confidentiality of Spy Hop students and their families
- Conduct an annual needs assessment of Spy Hop students and families to determine needed programs and services

QUALIFICATIONS



- Experience in education, social work, or other social services, particularly working with youth ages 9-18
- Working knowledge of positive youth development, prevention science, and mental health resources
- Experience working with parents and families in a school or community setting, particularly as a resource coordinator or advocate
- Experience with community organizing and community resources with an eye for education and social-emotional health
- Familiarity with the Utah education system and the various pathways for students
- Teacher Certification or Alternate Pathway to Professional Educator License (APPEL) is a plus.

About Spy Hop: Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. Spy Hop's programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. Our afterschool and community programs in film, audio, design, and music are a model for youth development programs across the nation and Spy Hop is recognized by the White House as a leading nonprofit arts and humanities organization. Spyhop.org

Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply.

Compensation & Benefits:

Salary: Commensurate with education and experience; salary range \$45,000 - \$50,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 15 days PTO, 14 paid holidays, 10 days sick, and a professional development stipend.

How to Apply:

Please email your resume, cover letter and references with the subject line: **Student Services Coordinator: {Your Name}** to:

Alexa Wrench
Youth Prevention Coordinator
alexa@spyhop.org
Spy Hop Productions
208 W. Harvey Milk Blvd.