



Summary of Organization

OTRCH is a non-profit community development organization that provides a wide spectrum of affordable and supportive housing options to empower low-income residents in Over-the-Rhine to succeed. For over four decades, OTRCH has committed to: 1) Build a sustainable, diverse neighborhood that values and benefits low-income residents, 2) Create an inclusive community in this evolving historic district, and 3) Advocate on behalf of its residents. To meet this mission, OTRCH has restored 86 properties (410 housing units) and assembled a broad mix of 20+ service providers/agency partners and volunteers to ensure that residents receive affordable housing along with access to health care, job services, education, faith-based services and community associations that strengthen their ability to succeed.

As an extension of its mission, Children's Creative Corner (CCC) is an ongoing project of OTRCH. Children's Creative Corner seeks to provide opportunity and empowerment to children and parents in our neighborhood. Youth are offered the chance to acquire both technical arts and life skills, thus increasing knowledge of potential self-expression, focusing attention on the fostering of community, and to use creativity as a means of being agents for positive social change.

Summary of Position

The CCC Coordinator is the primary facilitator of an accessible, youth-driven arts program. Neighborhood kids gather every Tuesday & Thursday from 6:30 – 8:00 P.M. to engage in pro-social activities, enjoy a snack, and create an expressive art project. The CCC Coordinator plans and prepares activities, snack, and project for each of these two (2) evenings each week. While art is the primary vehicle for communication and community-building in the program, the CCC Coordinator's main priority is to provide fun and engaging activities using responsive Trauma-Informed Care practices. Building strong rapport with families and children, collaborating with other community-based organizations, and responding to the individual needs of program participants asks that the CCC Coordinator provide consistent stability while remaining adaptive and flexible.

Job Responsibilities

Planning and Preparation

- Design art-based projects or activities that can be completed in 45-60 minutes for each art class (2 per week)
- Adapt projects and activities to fit children's individual preferences, interests, and needs
- Gather and prepare materials for project prior to class
- Purchase and prepare snack (remember food allergies!)

Classroom Activities

- Effective classroom management, promoting safety & inclusion
- Utilizing Social-Emotional regulation techniques to reduce conflict and model healthy communication & self-expression
- Recreation activities (playing games, conversation, free drawing); homework help
- Maintaining cleanliness during and between art classes (regular cleaning of classroom, materials, and restroom)
- Organizing and stocking materials such as: art supplies, games, books, toys, and cleaning supplies
- Maintaining administrative records such as: registration forms, attendance lists, and permission slips

Collaboration and Training

- Communicate and collaborate frequently with core CCC/OTRCH staff when designing projects and activities
- Occasionally partner with community organizations (Permaganic EcoGarden, Peaslee Neighborhood Center, etc.) for various activities
- Continually seek out useful trainings and workshops in areas like: Trauma-Informed Care, CPR/AED, Social-Emotional Learning, and Art Therapy

Preferred Qualifications

Ideal candidate will have background knowledge related to Early Childhood Development & Social Work.

Working Conditions

- Evening art class hours (6:00 – 8:00 P.M. Tuesday & Thursday)
- Flexible preparation and planning
- Team-based coordination
- Multi-age, inclusive classroom (5-14)

Pay Scale

\$15-17 per hour; 10-12 hours per week.
(Part-time)

If interested, please send resume to lstoll@otrch.org