



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 2, 2025

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SUMMER YOUTH EMPLOYMENT COORDINATOR AND MENTOR INTERNAL APPLICANTS ONLY

- Offered to internal candidates only.
- This a grant-funded assignment to be in effect through August 14, 2025.
- Title IV Grant.


To support, guide, and serve as a positive role model for students in a nurturing, safe, and fun learning environment. Position will collaborate with Summer Youth Employment Program staff to prepare and implement enrichment lessons in the areas of character development, project-based learning, fitness, and recreation in order to build positive relationships and support students' social and emotional growth in the Summer Youth Employment Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE






These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Provides mentoring to program participants through on-going one-to-one or group relationships.
- Creates and implements engaging, developmentally appropriate activities in the areas including character development, project-based learning, fitness and recreation.
- Builds self-esteem and motivates mentees.
- Monitors mentee behaviors and applies appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices.
- Schedules guest speakers, field trips, and other activities that are relevant to the Summer Youth Employment program goals.
- Monitors assigned students at all times.
- Maintains accurate student attendance by taking attendance at every rotation, group activity, and before, during and after field trips.
- Maintains student time sheets with weekly submission to the Office of Culture and Climate for payroll processing.
- Documents and reports all injuries or incidents to the building principal and Supervisor of Culture and Climate.
- Establishes relationships with colleagues, students, parents, and the community that reflect recognition of and respect for every individual.
- Encourages youth voice in the development of program activities.
- Administers pre and post assessments for program evaluation.
- Perform other work-related duties as assigned.

SALARY

 \$33.91 per hour, non-benefited

REQUIREMENTS

-  High School Diploma or GED
-  Experience working with students in educational or community-based activities.
-  Post-secondary graduate level credits in a related field preferred
-  Demonstrated planning, organizational, collaboration, and leadership skills.
-  Excellent written and oral communication skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE