



Now Hiring
Position: Assistant Coordinator at On-Site CISD Programs

Primary: The Assistant Program Coordinator assists the Program Coordinator with program preparation, and program operations to foster the Kids Club Vision:

Affirming God-given Value, Multiplying Possibilities

Job Duties and Responsibilities

The Assistant Coordinator will be assisting the Program Coordinator in the following:

- Creating and fostering an exciting, motivating, safe, atmosphere for learning and growing
- Fostering and growing the Spiritual foundation through prayer, Bible instruction, songs and chapel
- Planning and implementing program games/activities/celebrations
- Assisting with dismissal

Desired Qualifications/Previous Experience:

- Passionate follower of Christ
- Job related experience, ministry, education, or missions
- Love for children and ability to hold strong and consistent boundaries
- Ability to lead and train people from all backgrounds, all ages
- Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers

Team Qualifications

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how their job duties affect the vision of the whole program and its stakeholders—off and on site, volunteers, students, parents, interns, staff, community/church/school partnerships and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

Education and Experience

- College-enrollment (or degree), or job-equivalent experience

Skills

- Proficient in basic computer applications, such as word processing, spreadsheets (basic), and email usage
- Willingness to train in or experience with Raptor Technology
- Record keeping skills
- Organization and planning skills

Capabilities

- Demonstrates the capability to conduct all relational and task interactions to the level of “Ladies and gentlemen serving ladies and gentlemen”
- Demonstrates capability to conduct one’s self in a calm and professional demeanor when dealing with difficult situations
- Demonstrates capability to effectively communicate orally, electronically, and in writing
- Demonstrates the ability to filter information as confidential, reportable, or necessary for communication according to Federal Law and Kids Club Policy
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

Time Commitments

- Monday-Thursday 2:30-6pm program is a must (on given program days, M/W or T/TH)
 - 15 Hours/Week estimated hours, between 10am-7pm (flexible office hours)
 - 38 weeks
 - Between 2nd week of August and 2nd week of May
- Must be available for special events, training, and volunteer recruitment opportunities
- Must attend all Staff Meetings

Estimated hours are subject to change at any time at the discretion of the Director.

ALL EMPLOYMENT AT NBCM IS “**AT WILL**” (EXCEPT IN CASES WHERE A VALID WRITTEN EMPLOYMENT CONTRACT IS IN EFFECT.)