



Now Hiring
Position: Program Coordinator ~ On-Site Campuses

Primary: Kids Club On-Site Program Coordinator begins, grows, and coordinates and leads the program operations of on-campus Kids Club propelling towards Kids Club's vision:

Affirming God-given Value, Multiplying Possibilities

The Program Coordinator will generally lead/oversee the staff and volunteers to implement a creative and exciting, motivating, and safe atmosphere for learning and growing. They will lead the spiritual foundation through prayer, Biblical instruction, songs and chapel. Communication with the campus staff, volunteers, students, and families is vital. The Program Coordinator will manage the overall program to ensure a safe environment that allows every child to thrive.

Desired Qualifications/Previous Experience:

- Passionate follower of Christ
- Creative, fun, energetic
- Missions experience (or previous Kids Club experience)
- Education background preferred
- Bilingual (Spanish/English) or proficiency in Spanish preferred
- Love for children and ability to hold strong and consistent boundaries
- Ability to lead and train people from all backgrounds, all ages
- Ability to communicate effectively and clearly with all stakeholders
- Relationship is key, and will be the number one focus.

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

- Associates Degree (or higher), or job-equivalent experience
- Have job-related experience, in ministry, education, or missions
- Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers

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)
 - 20 Hours/Week estimated hours, between 10am-7pm (flexible office hours)
 - 38 weeks
 - August - 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.)

EMPLOYEES WILL BE TERMINATED AT ANY TIME FOR ANY REASON. THIS DOCUMENT IS NOT A CONTRACT FOR EMPLOYMENT.