



## JOB POSTING PROGRAM COORDINATOR (MAIN CAMPUS)

The Program Coordinator (PC) at Main Campus coordinates, leads, and oversees Kids Club afterschool program for elementary-aged children in grades 1<sup>st</sup>-5<sup>th</sup>. The PC exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle. The Program Coordinator:

- Leads a fun, creative, safe environment for learning, play, and growth
- Leads and grows spiritual foundations through PowerHouse (chapel)
- Connects with applicable school district staff to receive/process student referrals
- Supervises interactions with students to ensure program success and healthy relationships
- Facilitates behavior issues as needed

### 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 job duties affect the vision of the whole program and its stakeholders. Team-first, servant-leadership, a face-to-face ministry mindset is essential.

### EDUCATION AND EXPERIENCE

- Associates Degree or higher
- One (1) year of job-related experience with children
- Love for children and ability to maintain healthy boundaries
- Knowledge of Trust Based Relational Intervention (TBRI) strategies (preferred)
- Knowledge of leadership principles, especially in programs that involve volunteers

### TIME COMMITMENT(\*)

- Must be available Mon-Thurs during program as well as weekly preparation time
- Monday-Thursday 2:30-6pm is required on assigned program days
  - 30 hours per week between 8-6pm (flexible office hours)
  - Monday-Thursday (prep time flexible)
  - 38 weeks/year (generally Aug-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.

### ENVIRONMENTAL/WORKING CONDITIONS

Most work will be completed in a professional office setting. Some work will be completed at program sites and, at times, in outdoor settings.

### PHYSICAL/MENTAL DEMANDS

Standing, sitting, walking, bending, stooping, twisting. Occasional stress from dealing with multiple tasks. Occasionally lift and carry up to 20 pounds.

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