



## **JOB POSTING KIDS CLUB PROGRAM COORDINATOR**

The Kids Club Program Coordinator (PC) coordinates, leads, and oversees Kids Club afterschool program for elementary-aged children in grades 1-5. 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, and a face-to-face ministry mindset is essential.

### **EDUCATION AND EXPERIENCE**

- Minimum of Associates Degree; and/or, 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 (preferred)

### **TIME COMMITMENT(\*)**

- Total of 25-32 hours per week (flexible office hours); 36 weeks/year (generally Aug-May)
- Must be available Monday-Thursday
  - Program M-Th 2p-6; Prep/planning time is flexible
  - Wednesdays-scheduled staff meetings
- 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.

### **JOB STATUS:**

Part-Time; Non-exempt; Seasonal (Aug-May)  
\$17.50/hr