



S.P.A.S.E. Program Coordinator

Job Summary

The program Coordinator is responsible for ensuring the successful operation of the Afterschool, Saturday Morning Reading, and Summer Enrichment Programs for students in grades 2nd-12th. The coordinator will provide a safe, well supervised program while acting as a positive Christian adult role model and mentor. The program coordinator must have a genuine interest in the student growth, development and provide a nurturing and fun environment for the students. Must have the ability to establish authority through loving leadership, communication and much patience. The coordinator additionally, is expected to engage students, parents, co-workers and preparation of material and supplies.

The coordinator seeks to understand and meet the expectations of In His Steps ministries. This includes instruction, ongoing evaluation of students, daily preparation of material and supplies and communication with the personnel director, teachers, tutors and volunteers.

More importantly, the program coordinator is expected to share and demonstrate their Christian faith with students and peers alike. Also, will be responsible for devotion and instruction time and oversee both. Devotion materials will be available.

Education and or Experience

- Vibrant faith in Jesus Christ
- Bachelor degree or work experience in the field of education.
- Highly proficient with microsoft office
- Extensive work with youth in education afterschool or recreation environment.
- Math & English skills (K-12)
- Exceptional written and verbal skills.

Work Hours and Compensation

The position of program coordinator for the S.P.A.S.E. Afterschool, Saturday Morning Reading and Summer Enrichment programs is a part time position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work from 15-20 hour per week. The hours may vary during the non school season.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Coordinator

- Ability to implement fun and engaging developmental activities in the areas of Spiritual, Physical, Academic/enrichment, Social and Emotional development.
- Continually interfacing with students, volunteers, staff, and parents.
- Ensure and maintain a clean and inviting classroom environment.
- Ensure proper implementation and coordination of field trips and special visitors.
- Consult with teachers and volunteers about daily schedule, agenda, individual students and parent needs.
- Communication plan and consult with the personnel director on a regular basis.
- Maintain attendance, accurate assessment and tracking of student grade,
- Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, or corrective action.
- Identify student needs and communicate to the Personnel Director.
- Evaluates the program daily to suggest improvement, needs, hazards and/or trends to Personal Director for further evaluation.
- Help with homework/study when needed
- Sets a positive example in dress selection, personal habits, and attitudes.
- Responsible for designated group for duration of program or until replacement arrives – never leave a group unsupervised.
- Responsible for immediately reporting and documenting any and all injuries or incidents to the Personnel Director and parents.
- Demonstrate reliability and punctuality by arriving on-time. Some flexibility at the end of the day.
- Attendance and participation at periodic staff meetings, trainings, and development activities.

Learning Environment:

- Helps lead a group of students in an instructional setting, maintaining high standards for behavior and safety.
- Ability to implement age appropriate activities.
- Serves as a positive adult role model for children in the program through appropriate dress, speech, attitude, and courtesy.
- Creates an engaging environment that fosters a sense of belonging for youth.
- Identifies member needs and communicates to the Personnel Director.
- Maintains cleanliness in all program areas; assist with the setup and breakdown during program day to contribute to ongoing maintenance in an effort to keep the site clean and orderly.
- Maintains student safety by ensuring that students are signing in and out of the program and maintaining an accurate program roster daily.
- Maintains accurate student attendance rosters.
- Ensures age appropriate conversation among students and staff; promote good manners and encourage common courtesies among students and staff.

OTHER RESPONSIBILITIES

- Program Coordinator is expected to actively work, monitoring students at all times.
- Assist in keeping the classrooms clean.
- Provides support for the daily snack including preparation, serving, and clean up.
- Maintain the highest degree of confidentiality in staff and student matters.
- Adherence to all organizational policies and procedures.
- Appropriate and pre-approved authorization of ALL forms, activities, and permission slips.
- Any additional duties related to the after-school program as assigned by the Personnel Director

WORK ENVIRONMENT

- This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines.
- Resource and equipment management are integral components to make the position successful.
- Staff and student supervision are a key requirement; the Coordinator must be able to implement activities, while maintaining program safety.
- COVID-19 considerations: Mask wearing required and temperature check daily.
- Ability to frequently stand, walk, stoop, sit, crouch, bend and engage in physical activities.
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.
- Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents, and community leaders.
- Ability to communicate effectively and demonstrate sensitivity with others.
- Excellent organizational and management skills.
- Knowledge of developmental needs of school age children.
- Ability to manage and supervise large groups.