

Position: Program Coordinator

Main Objective: The job of Program Coordinator was established for the purpose/s of helping students develop and strengthen academic, physical and social skills by providing age appropriate after school programming.

Time Commitment: 20 hours per week

Responsible to: Program Director

Description:

1. General and Spiritual Expectations

- a. Check in (through text/email and/or in person) with spiritual mentor at minimum every other week
- b. Attend Celebration/Village Emphasis each week
- c. Adhere to the Citizens Akron Leadership Agreement
- d. Be growing in your life submission to Jesus
- e. Be an active participant in your village

2. Essential Functions (20 hours per week)

- a. Be responsible for up to 10 kids in a classroom.
- b. Develop and lead age appropriate programming, specifically focused on after school and summer initiatives.
- c. Plan and run a weekly enrichment activity
- d. Collaborate with adjunct staff to run efficient and growing programs.
- e. Manage and delegate tasks to in-call volunteers/support staff.
- f. Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce classroom objectives set by Mason CLC.
- g. Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, multi-purpose room, etc.) for the purpose of enforcing program rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
- h. Performs record keeping and clerical functions for the purpose of providing necessary records/materials in accordance with educational objectives.
- i. Promotes good habits for the purpose of improving the quality of students' outcome and encouraging student development.

Contact us to apply. If interested, email your resume to madison@citizensakron.com