

Faithbridge Church

POSITION DESCRIPTION



Position Assignment:

- **Title:** Elementary Programs Coordinator
- **Staff Grade:** Part-Time (15 hrs. per week); Non-Exempt
- **Accountability:** Director of Programs
- **Ministry/Dept.:** Bridging for Tomorrow

Summary of Position:

The Elementary Programs Coordinator will assist the Director of Programs with the planning, implementation, and execution of the various programs that impact the students in kindergarten through 5th grade in the community.

Purpose:

To provide ministry excellence, with the right heart attitude, offer support to the organization and maintain accurate records. In doing so, the mission and vision of Bridging for Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Reading Club and Tutoring
 - Assist potential families with the registration process to get students enrolled into youth programs
 - Maintain an active and up-to-date roster of all active students participating in youth programs and report weekly attendance to the Director of Programs
 - Initiate and maintain relationships with the parents of elementary grade students enrolled in Reading
2. Club & Homework Assistance
 - Manage all weekly reminders to volunteers and parents regarding youth programs on Band
 - Maintain accurate records of any incident reports
 - Procure and maintain inventory of supplies and resources needed for programs to include materials, snacks, drinks, etc.
 - Provide regular and ongoing evaluation for each area of program involvement
 - Assist in the recruitment, training and placement of volunteers for youth programs
 - Coordinate and schedule reading assessments for all students participating in reading club, including training volunteers to assist
 - Determine the breakdown of reading groups based on level of reading for each student.
 - Coordinate food pickups from food sponsor and/or provide snack options for students with attention to food allergies
 - Maintain accurate records of the outcome of all reading assessments completed and communicate any evaluative concerns with parents and volunteer leaders
 - Actively participate in team meetings, contributing feedback and ideas to continually evaluate the effectiveness of our efforts in accomplishing our mission

3. Plan, organize, and facilitate all programs for elementary-aged students to include Read Across America, End of Year Celebration, Summer Reading Club, Family Summer Camp, Open House, Back to School Shoe Drive, and Books & Brunch.
4. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting volunteers, partners, and investors to engage in our community development efforts.
5. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Programs.
6. Attend scheduled staff meetings (monthly) and occasionally other meetings as directed by supervisor(s).
7. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Director of Programs or the Executive Director. This position will be reviewed biannually each fiscal year.

Skills and Educational Requirements:

- High School Diploma: some college preferred
- Bilingual in English/Spanish, strongly encouraged
- Experience working with young students, families, and/or educational services preferred
- Ability to work collaboratively with persons from diverse ethnic groups, cultures, and various socioeconomic levels
- Good oral and written communication skills
- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities
- Flexible to work evenings and able to work effectively under pressure and deadlines
- Experience working with Microsoft Office and other computer functionalities

Organization Relationship:

This position shall be directly accountable to the Director of Programs of Bridging for Tomorrow.

Working Conditions:

This is an hourly and part-time position (approximately 15 hours per week), with a regular weekly in-person schedule determined with the Director of Programs. This position requires BFT office hours and some evening hours.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name