

Job Description | Program Coordinator



Title: Program Coordinator

Report: Youth Manager

Hours: Range from 5 to 30 depending on Site needs

Compensation: TBD

Summary of Position:

The Program Coordinators at Freedom for Youth are very hands-on when it comes to program tasks. Program Coordinators will have a wide variety of tasks from filling in at program, driving vans, program promotion, event help, and other day-to-day tasks needed to ensure programs run smoothly. Program Coordinators will be able to travel and help out in any of Freedom for Youth programs across the state as required. Program Coordinators can work as much or little as needed based on their availability.

Freedom for Youth is developing a network of Coordinators across the state to empower and assist with program tasks with the potential to grow and develop into more leadership roles as desired.

Requirements:

- Have a growing, personal relationship with Jesus Christ.
- Passionate about supporting volunteers and programs to share the Gospel across the state.
- Willing to travel.
- Willing to work some evenings.
- 18 + years old.
- Strong communication skills.
- Organized and able to multi-task.
- Works well with youth K-12th grade.
- Be a team player, always willing to assist in different areas as needed.
- Must be able to wear many hats and facilitate various tasks at once.

Duties and Responsibilities:

- Help complete communications for the center (social media, emails, thank-yous, newsletters, etc.)
- Help with the planning and implementing activities in the community to sign up Youth for program and connect them to the local church.
- Ensure the site visiting is clean and free from safety hazards.
- Ensure that the ministry's policies and procedures are being followed, including disciplinary procedures and behavior management.
- Assist in building relationships with the community's schools
- Assist Youth Managers in communications with volunteers
- Fill in for any Volunteer roles/duties that need to be filled during program.
- Help with program prep and weekly reports needed.
- Visit and participate in any community events that will help promote program growth.