

Nurture the Child, Strengthen the Family, Rebuild the Community



Job Description:

Program Coordinator, Middle and High School Program

Function: To plan and oversee logistical aspects for LC Remix (middle and high school) program and cultivate relationships with students, parents, and partners. YLFR's community-based Learning Centers focus on helping children develop academically, emotionally and spiritually through after-school and summer programs and long-term relational investment. (Please visit www.ylfr.org for more information.)

Directly responsible to: Program Director and/or Operations Director

Immediate subordinates: Program staff, mentors, summer interns

Requirements: Personal confession of faith in Jesus Christ required. The candidate must be a self-starter who enjoys and works well with others from a diverse background. Good communication and organizational skills are also required. Bachelor's degree or higher preferred.

Work experience: Student teaching experiences or some experience in leading youth in spiritual as well as educational capacities

Summary: Candidate should demonstrate good leadership and interpersonal skills and a kingdom-minded approach to working with youth. Also should be culturally aware and sensitive to the African-American community and other minorities, and able to understand the plight of urban children and families.

Responsibilities include:

- Coordinate logistical and administrative aspects of middle and high school program including communication with staff, parents, volunteers, and community partnerships
- Work with Academic Coordinator and Program Staff to plan and implement after-school and summer programs
- Supervise and invest relationally in middle or high school students during programming
- Lead students in Bible instruction
- Participate in fund development and special events for the organization

Additional Considerations:

- Ability to work well with existing staff
- Part-time position, approx. 30 hours/week; if availability differs please inquire
- Typical hours are 12:30-6:30pm (with some flexibility and variation)

Contact: Please contact Katharine Hunt at khunt@ylfr.org or (804)514-8504 for more information.