URBAN PROMISE MINISTRIES JOB DESCRIPTION

Position Title: Teen Development Program Coordinator
Department: StreetLeader Program

Reports to: StreetLeader Program Director
Salary Range: $33,500-$35,700

Position Summary:
The mission of UrbanPromise is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and leadership. The Children & Youth Ministries Department (CYM) and the StreetLeader (SL) Program seek to equip youth with on-the-job training and leadership skills development through experience working at summer camps and afterschool programs. Through this program, youth develop the skills to promote positive change in their communities by mentoring younger children, experiencing meaningful employment, exploring their faith, engaging in experiential learning, and developing necessary life skills.

The TDPC is responsible for serving as a spiritual leader and mentoring the StreetLeaders on an on-going basis. As a visionary, the TDPC role can create new programs and ideas to better support, engage, and develop the StreetLeaders. The TDPC will work closely with the StreetLeader Director, Education Coordinator, College Advisor, and CYM Staff to ensure the overall UPM mission is fulfilled.

Essential Job Functions:
1. To serve as a spiritual leader, guide and mentor to StreetLeaders.
2. To lead weekly life skills sessions/enrichment classes which promote positive youth development and address SL’s academic achievement, life management, spiritual growth, leadership development.
3. To lead in the planning and coordination of an annual girls’ empowerment event, ex. Girls’ pageant, empowerment night, etc.
4. To co-coordinate the planning and execution of annual trips and events such as, SL Spring/Summer Retreats, Thanksgiving/Christmas Dinners with StreetLeader Director.
5. To assist in the planning and implementation of monthly service-learning projects.
6. To promote youth engagement and retention in SL Programming by creating a community culture.
7. To assist in the planning and execution of the annual SL hiring event and its administrative duties.
8. To manage and track SL database and assist with grant reporting.
9. To assist in CYM and UP special events including but not limited to Golf Tournament, Annual Banquet, More than a Beautoy Pageant and other SL focused initiatives.
10. To establish, develop and maintain relationships with community partners such as local High Schools and Universities in promoting SL program outcomes.
11. To collaborate with all other UP department and external partners in assuring cohesive service delivery and case management to SL’s and their families.
12. Employee must possess or be willing to obtain CPR and First Aid Certification; CDL license within the first 3-4 months of hire.

Essential Job Requirements:

EDUCATION Bachelor’s Degree; preferably in Youth Ministry, Social Work, and Human Services

EXPERIENCE Experience working with urban youth and high school students, youth ministry, and/or social work

Last updated 2/1/2012
Job template form can be found on shared drive in HR folder labeled (HR forms)
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REQUIRED SKILLS
Knowledge and experience of Microsoft Office; Public speaking, strong interpersonal communication, organizational, time management, and teamwork/collaboration skills.

Driver’s license in good standing and comfort driving larger vehicle. CPR and First Aid Certification; CDL License or ability to obtain one within 3-4 months of hire.

PHYSICAL REQUIREMENTS
The is expected to perform duties and responsibilities of a physical nature. Must be able to lift a minimum of 10-15 lbs. She or he must have an ability and comfort level in driving large vehicle.