

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: Leaders of Promise Coach for DGNI Leaders of Promise Project
Department: DGNI

Reports To: Project Director
Salary Range: Part-time Grant Funded Position. \$15.00/hour for approx. 272 hours; Minimum 2 meetings per month (1 hour prep each + 2-hour meeting) Additional 6 week 2019 Summer Action Plan at 29 hours/week.

Position Summary: The Leaders of Promise Coach for DGNI Leaders of Promise will support the Project Director with monthly meetings and activities, attend required monthly meetings, mentor youth participants, and supervise and support Summer Action Plan implementation.

Essential Job Functions

1. Support Project Director with planning and coordinating monthly meeting and activities.
 2. Supervise and mentor five to ten youth participants.
 3. Implement project goals and objectives effectively to ensure compliance with grant guidelines.
 4. Assist the Project Director in addressing the needs of the youth participants.
 5. Be an effective role model and promote a safe and healthy environment for all youth leaders.
 6. Serve as a coach and mentor to youth participants.
 7. Coach and assist youth participants in developing their Summer Action Plan and be available for the implementation of the Summer Action Plan.
 8. Assist the Project Director with recruiting youth participants for the project.
 9. Perform other duties as assigned.
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Essential Job Requirements:

EDUCATION Minimum Associates Degree. Bachelors Degree preferred.
Successful completion of higher education coursework related to education or child development.

EXPERIENCE Experience working with diverse student in an urban setting.
Experience implementing youth leadership and educational programs.
Experience mentoring youth.
Demonstrated behavior that is professional, ethical and responsible.
Experience working with community leaders and partners.
Demonstrated ability to adapt to schedule change; provide activities and/or training when plans change.

REQUIRED SKILLS Excellent writing and communication skills.
Excellent leadership skills.
Excellent organizational and time management skills.

PHYSICAL REQUIREMENTS Ability to lift and move tables, chairs, materials and supplies to facilitate the program.
