

URBANPROMISE MINISTRIES Site Coordinator JOB DESCRIPTION

Position Title Youth Site Coordinator Department Children & Youth Ministries

Reports To CYM Director Salary Range \$35,754 + Benefits , Generous PTO & 401(K)

Position Summary:

UrbanPromise Ministries is looking to hire a passionate and experienced individual for a full-time position directing an After-School Program and Summer Camp. This person would organize, direct and manage a Christian faith-based After-School Program and Summer camp program within the local community in Camden, NJ.

Essential Job Functions:

1. Lead the day-to-day operation of the afterschool program and summer camp including scheduling, educational enrichment, activity planning, safety, and discipline.
2. Serve as a visionary, spiritual, and programmatic leader for staff, teens, and children.
3. Provide an atmosphere for spiritual growth through devotions, worship, and prayer.
4. Supervise, support, equip, and hold accountable interns and SLs in conjuncture with intern and SL teams.
5. Build connections and maintain communication with the children's families and local schools.
6. Collect required program performance measure info and manage program budget.
7. Assist in fund raising and in running both UP and CYM special events.
8. Work closely with CYM team to continuously improve department efforts.
9. Drive children from school to program and home after program ends.
10. Meet regularly with the CYM Director to establish goals and work to continually improve programs.

Essential Job Requirements:

EDUCATION Bachelor's Degree; All college degrees, majors in youth ministry or education

EXPERIENCE At least 3 years working with youth in urban cities

REQUIRED SKILLS Planning, administration, public speaking skills, and applicant must be able to obtain CDL license, if candidate is selected by hiring manager to move into full -time employment for Fall 2021.

PREFERRED SKILLS CDL License driver

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PHYSICAL REQUIREMENTS

Drive a school bus and lift 5-10 lbs

**** Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org