



**Title: Elementary School Program Coordinator**

**Reports To: Kids and Students Director**

**Job Classification/Expectation: Full Time, Salaried, Exempt**

**School year schedule: 11 AM-7 PM, Monday-Friday**

**\*\*Note, biweekly staff meetings are on Monday mornings at 9:30 AM so the position will start at 9:30 on those days and 12:30 PM the following day. In summer months, hours will adjust to 8 AM-4 PM to account for summer programming.\*\***

**Ideal Candidate:**

Our North Nashville After School Program is in its second year and is already making a difference in the lives of elementary school children across the area. The perfect candidate for this job is passionate about seeing children from hard places succeed. This person needs to be a go-getter, a self-starter with an incredible work ethic and time management skills. This person will also be a team player and people-oriented person, ready to build meaningful relationships with children and families from all walks of life.

**Program Responsibilities**

- Work with Volunteer Coordinator to recruit, train, and schedule all volunteers, tutors, contract staff, and Fine Arts professionals
- Collect all required data and documentation for grant funders and work closely with Development Director to ensure on-time submission of required reports
- Meet with schools to promote after-school program; recruit students, obtain progress reports for enrolled students
- Host annual Parent Orientation in August of each school year
- Write, plan, or utilize a published curriculum that meets the social/emotional needs of the students present
- Form and maintain relationships with parents/guardians of and teachers for all elementary school students enrolled in our After School Program
- In summer months, assist with summer programming as indicated by Executive Director

**Responsibilities to the Team:**

- Conduct yourself in a manner consistent with our statement of faith and our staff values
- Attend staff meetings and maintain regular office hours
- Work with the Volunteer Coordinator to ensure volunteer needs are met and program details are clear and concise
- Meet with North Nashville Director weekly to discuss program updates and needs
- Meet with new volunteers; share vision and onboard them
- Use team databases to collect and store information on volunteers and opportunities

**Personal Qualifications Desired**

- Lives by Christian values and exhibits a relationship with Jesus Christ
- Passion about empowering children and preadolescents to find success; leading students from a trauma-informed perspective with grace and love
- Exhibits humility, honesty, reliability, integrity, trustworthiness, and a servant's heart
- Flexible; can adjust to fast changes, be a self-starter, and be willing to lead where others can't
- Possesses solid administrative skills, can stay organized and on top of the needs of multiple programs
- Strong in multi-tasking, executing events, and developing strategies; all with attention to detail
- Maintains grace and poise under pressure; remains teachable and adaptable to new situations