

Job Description

Title: Program Coordinator

Reports to: Program Development Manager



Hours: 20-25 hours per week

Compensation: TBD

Summary of Position: This position is responsible for the overall operation of programs at the Freedom Center, including volunteer and program coordination and working alongside the Community Development team to assist with community relations in partnering with the ambition of always reaching one more youth with the Gospel.

Program Coordination:

- Identify, secure and coordinate all of the resources needed to operate the program. This may include items such as maintenance/renovation support, children's books, supplies and meals.
- Manage development and implementation of all K-12 programming under faith, education, employment and leadership curriculum.
- Implement activities in community to sign up children, always trying to reach as many unchurched children as possible and providing ways to connect them to the local church.
- Collect and maintain youth applications & parental authorization forms.
- Ensure the site is clean and free from safety hazards.
- Ensure that the policies and procedures of the ministry are being followed, including disciplinary procedures and behavior management following F.E.E.L norms.
- Give monthly reports and updates regarding program and providing information needed about center for communications
- Display servant leadership
- Help manage or delegate communications for the center (social media, emails, thank-yous, newsletters, etc.)
- Work alongside Community Development Coordinator in creating events throughout the year that focuses on displaying what you do at program.

Volunteer Coordination & Recruiting:

- Provide clear communication of the mission of Freedom for Youth to attract volunteers to the program. Work with Community Development team and Home Office staff in organizing and promoting community events that will attract volunteers to the program.
- Schedule, train and communicate with volunteers to ensure a positive experience.
 - Volunteer Talk Times/Surveys/Orientations/Trainings
- Work to establish volunteer leaders to assist you in ministry areas, such as maintenance, promotions, meals, etc.
- Making sure all volunteers feel appreciated and heard.
 - Weekly/Monthly e-mail updates that provide curriculum and schedule/volunteer appreciations/giving leads and responsibilities.
- Collect and submit all volunteer applications to Home Office for approval.
- Ensure that volunteers follow all policies and procedures as outlined in manual.

