

UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation seeking a full life for all involved: urban youth, families, volunteers and staff in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Job title	<i>Job Training Coordinator</i>
Reports to	<i>StreetLeader Director</i>

Job purpose

Through a discipleship approach, The Job Training Coordinator is responsible for building impactful, meaningful, life changing Professional Opportunities and training for StreetLeaders. The Job Training Coordinator helps ensure the vision and mission of UrbanPromise is in the forefront of all planning and implementations. Through support and proactive feedback, using a detailed contract, the Job Training Coordinator is able to empower the StreetLeaders, staff, and volunteers. The Job Training coordinator encourages StreetLeaders in their work duties and responsibilities. The Job Training Coordinator will organize, create and maintain processes which will allow UrbanPromise to meet its strategic goals and fulfill the UP vision. The Job Training Coordinator collaborates with the educational advisor and StreetLeader director to achieve holistic outcomes.

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Foster Community in Christ**
 - Engage in personal spiritual development (get a mentor, bible study prayer and the like)
 - Participate in staff spiritual practice events (prayer, discipleship, Bible study and the like)
 - Support and engage in safe practices
 - Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations.
 - Engage in professional development through staff retreats, training, and team building events
 - Invest and support, through actions and attitudes, the UPW community
 - Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
 - Have fun

- **Actively Support Site Directors, volunteers and all StreetLeaders**
 - Observe StreetLeader performance
 - Evaluate Job Training Program, StreetLeaders, staff and volunteers (monthly check ups, bi-weekly written evaluations and the like)
 - Using a discipleship approach, coach and mentor StreetLeaders
 - Assist programs (camp, special events, trips and the like)
 - Meeting with StreetLeaders to improve their performance and effectiveness.

- **Oversee administration of program**
 - Maintain processes and procedures (Contracts, evaluation scores, job performance plans and the like)
 - Lead meetings and events (Application nights, TL meetings and the like)
 - Coordinate orientations and training for StreetLeaders, staff and volunteers
 - Gather, analyze, and report measurements for areas of responsibility
 - Process StreetLeader applications (interview, home visits and the like)
 - Collaborate with family and other UP staff to achieve positive outcomes in StreetLeaders
 - Running payroll and assigning bonuses to StreetLeader Staff

- **Develop programs areas**
 - Create and implement strategic plan (destination, measurements and the like)
 - Increase training (professional development days, best practices and the like)
 - Create, monitor and implement processes and procedures
 - Build transformative relationships

Direct reports

- TeamLeaders
- Assistant TeamLeaders
- StreetLeaders

Approved by:	
Date approved:	
Reviewed:	