

## UrbanPromise Wilmington Job Description

### Vision

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

<b>Job title</b>	<i>Site Coordinator</i>
<b>Reports to</b>	<i>Site Director</i>

### Job purpose

The site coordinators main focus is to plan and execute excellent programming in the after school program and summer camp. They are to work alongside site directors by gathering data, vision, and ideas to decide direction for each season of programming (Fall, Spring, Summer). They are to thoughtfully prepare lessons/events that will advance the mission and vision of UrbanPromise Wilmington. Site Coordinators will work closely with Site Directors to ensure all areas of programming are reaching its maximum potential and our campers and parents experience is fulfilling and beneficial to them.

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

- **Foster Community in Christ**
  - Have fun
  - 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 (cleaning policies & procedures, child policy, risk policies and the like...)
  - Engage 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

- **Develop Program Areas**
  - Provide academic support, opportunities for spiritual growth and enrichment activities that support academic achievement and offer new experiences for campers
  - Organize events and programs that will teach life management skills.
  - Participate in and lead special events and lessons as required (camp night, spring break trip, academic competitions and the like)
  - Carry out discipline structures and incentive programs which help children to reach their full potential
  - Follow all child safety procedures (leave site with approved parents/guardians, open doors policy and the like)
  - Seek out and participate in community volunteering opportunities (public schools, community meetings, community centers and the like)
  - Take ownership of specific program areas as assigned (life skills, Bible, homework hour, camp night, trips, and the like)
  - Strive for excellent quality in all aspects of camp programming
  
- **Assist with administration of program**
  - Participate in meetings (camp meetings, UPW staff meetings, community meetings and the like)
  - Capture reports and measurements for areas of responsibility (city food program, time sheets, program data, accident reports, fire drills and the like)
  - Communicate regularly with parents (camp updates, invitation to events and the like)
  - Assist director in coordinating special camp events (home visits, camp nights, volunteer night and the like)
  - Communicate regularly with city food program
  - Work with site director to create schedules for weekly camp activities (daily schedule, camp night, home visits and the like)
  - Operate fall, spring, and summer budget
  
- **Support Site Director**
  - Assist with staff and volunteer development (giving ideas, finding resources, implementing ideas, inviting more involvement and the like)
  - Assume Site Director responsibilities in the director's absence.
  - Supervise and participate in daily site preparation (physical set-up, preparation of materials, gather supplies, site clean-up and the like)
  - Lead weekly activity in ASP that advances the mission & vision of UPW
  - Provide careful and effective supervision of children's activities and of staff /volunteers leading those activities
  - Attend debrief meetings & share valuable information as it pertains to campers
  - Build transformative relationships

**General Requirements:** You are an insightful and a creative problem solver who can navigate lines of difference, and offer joy, warmth and support to youth. You are proactive, reflective and purpose driven. Additional skills include:

- Excellent communicator with kids, adults and professionals
- Adept at utilizing technology, in particular Zoom and the Google Suite
- Excellent time management skills with ability to prioritize effectively
- Extremely good judgement, integrity and sense of responsibility

- Must be coachable and have excellent interpersonal skills
- Must be passionate about change and driven to support children
- Must have a missionary mindset and dedicated to living out God's word

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	