

UrbanPromise Wilmington Job Description - Children & Youth Ministry Site Coordinator

"Working at UrbanPromise Wilmington allows me to engage in our community at all levels as I work beside like-minded staff, work with students and their families and walk worthy of the calling of God to do justice, love, and walk humbly with Him in all aspects of life." - Faith, 6th grade teacher

"My role at UrbanPromise Wilmington is meaningful because I get to work with believers of God. I get to work with children, and no day is ever a repeat - everything is new and fresh each morning." - Andrea, 2nd grade teacher

Vision

The vision of UrbanPromise Wilmington (UPW) 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.

Job title: Children & Youth Ministry Site Coordinator

Reports to: Site Director

Job purpose

Site Coordinators are a critical part of the UrbanPromise Wilmington (UPW) ministry, providing support to After-school and Summer Camp programs for youth from 1st to 8th grade. Site Coordinators are placed in a specific neighborhood-based site to fulfill the UPW vision and mission, implementing children's programming. In addition, they work with StreetLeaders - high school aged youth who are role models and support the After-school/Summer Camp program as they develop their own leadership skills.

Site Coordinators are to work alongside Site Directors by gathering data, vision, and ideas to decide direction for each season of programming (Fall, Spring, Summer).

UrbanPromise is more than a job.

This ministry experience gives you the opportunity to grow spiritually, disciple children and youth, and serve the Lord with justice-minded people from all over the world.

Duties and responsibilities - Staff members are expected to be wholehearted in everything they undertake as we seek transformative outcomes.

Foster Community in Christ

- Engage in personal spiritual development (get a mentor, Bible study, prayer)
- Participate in staff spiritual practice events (prayer, discipleship, Bible study) and professional development (staff retreats, training, and team building events)
- Fully engage in site-based neighborhood and community relationships
- Teach and provide opportunities for children to respond to the Gospel message, fostering Godly Character and discipleship (Scripture, prayer, mentoring relationships, service opportunities)
- Actively pursue UPW financial support as you learn fundamentals of relationship development and fundraising via letters etc

Support Site Programming by working as a team with the Site Director, Street leaders, Volunteers, and Interns to:

- Provide academic support, opportunities for spiritual growth and enrichment activities that build relationships and help each young person develop life skills
- Participate in and lead special events and lessons as required (such as camp night, spring break trip, academic competitions) and take ownership of specific program areas as assigned (for example: life skills, Bible, homework hour, camp night, trips)
- Learn and develop 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 door policy etc)
- Seek out and participate in community volunteer opportunities (public schools, community meetings, community centers)

Assist with administration of program by working as a team with the Site Director, Street leaders, Volunteers, and Interns to:

- Participate in meetings (camp meetings, UPW staff meetings, community meetings)
- Collect critical data and measurements for areas of responsibility (city food program, time sheets, program data, accident reports, fire drills)
- Communicate regularly with parents (camp updates, invitation to events)
- Communicate regularly with city food program
- Creatively develop and implement schedules for weekly camp activities (daily schedule, camp night, home visits and the like)
- Learn and operate fall, spring, and summer budget

Support Site Director

- Assist with staff and volunteer development (giving ideas, finding resources, implementing ideas, inviting more involvement)
- 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)
- Lead weekly activity 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

General Requirements: You are an insightful and creative problem solver who can easily navigate racial, class, political and cultural differences, while offering joy, warmth and support to youth. You are responsible, proactive and purpose driven. You are trustworthy and uphold the integrity of the UrbanPromise Wilmington vision. Additional skills include:

- Excellent communicator with kids, adults and professionals
- Adept at utilizing technology, especially Zoom and the Google Suite
- Excellent time management skills with ability to prioritize effectively
- Must be coachable and passionate about supporting children in a way that honors God's word
- Must be able to manage people and lead a team towards a common goal
- Must have a missionary mindset/attitude and be dedicated to living out God's word

To apply: please send resume to josh@urbanpromise.org