

## **UrbanPromise Wilmington Job Description - Teen Job Training Coordinator**

### **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** Teen Job Training Coordinator

**Reports to** StreetLeader Director

### **Job purpose**

Do you enjoy mentoring and training teens so they are equipped for the future? The Teen Job Training Coordinator is responsible for building impactful professional opportunities and training for the UrbanPromise teenage StreetLeaders -- youth aged 14-18 years who are employed by UrbanPromise to work as a counselor, teacher and role model to children in our after school programs and summer camps. The Teen Job Training Coordinator will offer or connect StreetLeaders to job training, leadership development, tutoring, mentoring and college prep.

The Teen Job Training Coordinator helps ensure that our StreetLeaders are meeting the requirements of their roles and helping them to cast vision for their futures. Through support and proactive feedback, using a detailed contract, the Teen Job Training Coordinator encourages StreetLeaders in their work duties and responsibilities, collaborating with other UPW staff and volunteers to achieve the UPW vision and mission.

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.

### **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

### **Oversee administration of program**

- Maintain processes and procedures (Contracts, evaluation scores, job performance plans, etc)
- Lead meetings and events (for example, Application nights, Team Leader meetings, etc)
- Coordinate orientation and training for StreetLeaders, staff and volunteers
- Gather, analyze, and report measurements for areas of responsibility
- Process StreetLeader applications (interview, home visits, etc)
- Run payroll and assign bonuses to StreetLeader Staff

### **Actively support StreetLeaders, Site Directors, and volunteers**

- Collaborate with teens' families, UPW staff, and volunteers to achieve positive outcomes in StreetLeaders
- Evaluate Job Training Program, StreetLeaders, staff and volunteers (monthly check ups, bi-weekly written evaluations of StreetLeader performance, etc)
- Using a discipleship approach, coach and mentor StreetLeaders
- Assist programs (camp, special events, trips)
- Meet with StreetLeaders to improve their performance and effectiveness.

### **Develop program areas**

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

**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 teens 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

### **Direct reports**

- TeamLeaders
- Assistant TeamLeaders
- StreetLeaders