

Indiana Kids Coordinator

UNIT/LOCATION: Crestmont

WORKING HOURS: 900 hours completed by 8/31/20

PAY RATE: Americorps Position - Monthly Stipend plus Education Award upon Completion

DATES: Start Date--September 1, 2019

JOB DESCRIPTION:

The Indiana Kids Coordinator will schedule and supervise activities, track members' progress, and complete reports for the Indiana Kids program. The Indiana Kids Coordinator will work closely with other staff in the Education Department to ensure our members are receiving instruction that leads to academic success. The Indiana Kids program focuses on homework help, career exploration, and volunteerism.

ESSENTIAL JOB FUNCTIONS:

1. Recruitment of members into the Indiana Kids program
2. Develop and implement high-yield learning activities for small and large groups
3. Track progress of all members enrolled in Indiana Kids
4. Submit Indiana Kids progress reports to the Academic Success Coordinator
5. Supervise education areas and programs
6. Assist in cleanup of program areas
7. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
8. Attend staff meetings and training sessions
9. Assume other duties as assigned

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Two or more years of work experience
3. Knowledge and interest in education

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

Send Resume to
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