



RANKIN CHRISTIAN CENTER – JOB POSTING

Job Title:	Youth Program Coordinator
Education Level:	Bachelor's Degree in Education, Recreation, Child or Human Development or related field is preferred and/or equivalent experience
Workweek:	Monday through Friday (M-T-W-T 12:00-8:00 & F 10:00-6:00) Hours will transition in the summer to daylight hours to accommodate the Summer Camp hours. (Some flexing hours on Saturdays for Programming Projects)
FLSA Status:	Full Time - Exempt
Date Posted:	July 6, 2021

Summary

The Youth Program Director has the direct responsibility for developing and delivering high quality after school programming, summer camp and youth programming that is structured, educational and creative. Committed to our core values of caring, honesty, respect and responsibility, focus in place on programming with growth and development and the ability to forge strong connections in the community/school district for both programmatic and philanthropic support. To be a leader and to deliver leadership to staff by working as a team and independently as well.

- Experience in utilizing resources for getting free and donated supplies and encourages donations from community contacts.
- Fostering a youth development with interacting with children and serving as a model of appropriate behavior that exhibits enthusiasm, self-control, integrity, patience and flexibility.
- Develop creative curriculum and activities based on student's interest. Activities should promote creativity, self-expression, and opportunity for mastery of emotional and professional growth.
- Pre-planning of activities based off budget requirements and develops and post weekly/monthly program activities (like crafts, education games and service projects).
- Ability to organize and supervise youth in a safe and organized environment.
- Create structured community service projects for our youth.
- Build relationships with the local school district administration and community businesses.
- Participate in program trainings and meetings to enrich the youth programming and staff awareness.
- Follow grant requirements for creative programming and outcomes.

Requirements

- Bachelor's degree in education, recreation, child or human development or related field is preferred and or equivalent experience
- Three plus years' plus experience in working with and/or teaching children ages elementary, middle and high school age children working in an informal educational environment
- This position requires a commitment to the Center's mission and its core values in addition this candidate should value diversity, youth, teens and have a broad vision of health and wellness that enriches the development of our youth.
- Strong supervisory skills in training and coaching staff to high expectations
- Possess Health and Safety certificates a plus (included Pediatric First Aid and CPR.)
- Ability to make sound, independent decisions
- Highly collaborative in nature and possess exceptional interpersonal skills
- Act 33/34 Clearances, FBI Clearances and Valid Driver's License and Vehicle
- Computer literacy
- During the course of a work day there is a frequent need to stand, stoop and walk and lift up to 25 lbs.

PLEASE EMAIL/SEND RESUME AND COVER LETTER TO:

EMAIL TO – HumanResources@rankinchristiancenter.org

RANKIN CHRISTIAN CENTER

ATTN: HUMAN RESOURCES DIRECTOR

230 THIRD AVENUE – RANKIN – PA - 15104