



RANKIN CHRISTIAN CENTER – JOB POSTING

Job Title:	Out of School-Time Program Coordinator
Education Level:	2 years youth program experience or equivalent experience
FLSA Status:	Full Time – Non-Exempt
Days & Hours:	After-School – 11:00 AM – 7:00 PM Summer Camp- 8:00 AM – 4:00 PM
Date Posted:	June 22, 2023

Summary

The Out of School Coordinator is responsible for oversight and implementation of the Afterschool and Summer Camp programs under the guidance of the Youth Director. You must have a genuine passion for working with children. They must exhibit enthusiasm, self-control, integrity, patience, and flexibility in planning, preparing, and following through with projects and activities. To accomplish this we embrace YOUR interest, passions, and skills to bring out the best in our youth. This position works afternoons and evenings in the after-school program during the school year and then transitions to daylight hours in the summer for summer camp.

The Rankin Christian Center is proud to offer a comprehensive benefit package which includes lots of extras, work/life balance, training and education and room for growth. If you want to be a part of a team that is knowledgeable, committed, accountable and creative...Then look no further. Apply Today!

Requirements

- Minimum 2 years' experience working with elementary age children in any form of education environment
- Strong organizational and communication skills.
- The ability to work and lead independently and as a team with creativity and compassion.
- CPR and First Aid Certification Training required within 90 days of hire and follow all safety procedures in the workplace.
- This position requires a commitment to the Center's mission and its core values in addition this candidate should value diversity, youth, teens, and families.
- Preferred food safety certificate.
- Act 33/34 Clearances and FBI Clearances.
- Proficient computer knowledge (Microsoft Word, Outlook, and Excel).
- During a workday there is a frequent need to stand, stoop, walk, and lift 10 to 30 lbs.
- Must be able to work the after-school hours during the school year and then transition to summer hours for summer camp.

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 OR FAX TO - 412-436-2147