



UrbanPromise
CHARLOTTE

Middle School Coordinator Job Description

About UrbanPromise Charlotte

Our mission at UrbanPromise is to provide Charlotte's children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. Our vision is three-fold:

Reach a Child, Raise a Leader, Restore Community. UrbanPromise reaches younger children through afterschool and summer programs and raises high school leaders (called "StreetLeaders") who are employed as mentors and counselors in these programs. Our ultimate goal is to raise a new generation of indigenous Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

Middle School Coordinator Position

UrbanPromise Charlotte invites passionate and experienced leaders to apply for the full-time **Middle School Coordinator** position. The Middle School Director will organize, direct, and manage a Christian faith-based AfterSchool Program and Summer Camp for about 30 sixth through eighth grade students at one of UrbanPromise's neighborhood sites. The Middle School Coordinator position is ideal for individuals with deep passion for equipping middle school students with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership.

UrbanPromise seeks Middle School Coordinators for two separate neighborhood sites and invites candidates to apply for the position at one or both of the sites:

- ▶ **Idlewild Road Site:** UrbanPromise's Idlewild Road site is located in east Charlotte and launched in 2017. It is preferred that candidates for the Idlewild Road position be bilingual in Spanish.
- ▶ **Freedom Drive Site:** UrbanPromise's Freedom Drive site is located in west Charlotte and launched in 2016.

Essential Job Functions

Responsibilities of a Middle School Coordinator include but are not limited to:

- ▶ Program Leadership - Serve under the Site Director as the primary leader for the Middle School Program at our South Boulevard neighborhood site. Model high-quality instruction in a multi-cultural setting, conduct consistent classroom observations, and provide constructive feedback to StreetLeaders.
- ▶ Program Quality - Oversee daily middle school programming. Collaborate with teenage StreetLeaders in the preparation and execution of effective lesson plans. Set meaningful individual and team goals and create concrete plans to attain them.
- ▶ Operations Management - Work with the Site Director to maintain systems to manage budget, campus expenses, student transportation, and student data. Ensure safety of all program participants.
- ▶ Stakeholder Management - Serve as relationship manager with the school administrative team. Actively engage with volunteers, supporting staff in relationship management, and retention. Communicate with parents of Middle School Program as necessary.
- ▶ Leadership Presence - Inspire others by serving as a visionary, spiritual, and programmatic leader for teenage StreetLeaders and students. Express confidence in self and others, as well as a strong belief in the UrbanPromise model as a vehicle for leadership development.

Candidate Profile & Skills

- ▶ The ideal candidate will be assertive and outgoing with a positive demeanor. S/he must be flexible to learn in a fast-paced and varied environment. S/he will also have a passion for kids and strong desire to improve the lives of at-risk students.
- ▶ Ability to have fun with kids, but also to communicate calmly and confidently to kids.
- ▶ Ability to verbally communicate with peers, supervisors, and partners (i.e. parents, StreetLeaders, other staff members).
- ▶ Strong ability to overcome challenges
- ▶ Strong time management skills, organized, and punctual.
- ▶ Ability to work under pressure and to adapt to new circumstances.
- ▶ Ability to multi-task and to think quickly on your feet.
- ▶ Ability to work well with others from diverse backgrounds.
- ▶ Must demonstrate servant leadership. Live and lead life in a way that reflects the humility and servant leadership of Jesus (considering Philippians 2 as a guide).

Qualifications

Education and Experience:

- ▶ Bachelor's degree in any field of study
- ▶ At least one year of post-college work in urban education or urban ministry is preferred
- ▶ Bilingual in Spanish is preferred but not required

Additional Work Requirements:

- ▶ Willingness and ability to work a non-traditional work schedule (10 AM - 7:00 PM during the school year and 7:30 AM - 4:30 PM during Summer Camp)

Approach to Work:

- ▶ Strong belief in and deep commitment to the UrbanPromise mission
- ▶ Works with a high level of personal responsibility and organization
- ▶ Passion and love for working with high school students
- ▶ Strong mindset of service to others
- ▶ History of demonstrated leadership and strong personal character
- ▶ Ability to operate effectively, and with a sense of possibility, in a fast-paced environment
- ▶ Team player: maturity, humility, strong work-ethic, sense of humor, and a willingness to respond positively to feedback
- ▶ Enjoys having a "hand in all buckets"
- ▶ Willing to "wear multiple hats" and to do the "little things" necessary for programmatic success

Salary & Benefits

UrbanPromise is committed to attracting and retaining extraordinary, diverse leaders who believe deeply in our mission and uphold our core values. Current benefits include: UrbanPromise covers 100% of employee health care costs; matching retirement contributions up to 3% of your salary; a month-long paid sabbatical after 4 years on staff; and competitive base salaries based on the midpoint of the market among not-for-profit organizations of similar size. The salary range for the Middle School Coordinator position is \$38,000 - \$45,000.

Start Date

The start date for the Middle School Coordinator positions will be on or close to June 7th, 2021.

Apply

In order to be considered for the StreetLeader Director position, you must complete the two steps listed below.

Applications will be considered on a rolling basis, and interested candidates are encouraged to apply as soon as possible.

The final deadline for applications is Friday, March 5th.

- A. Please email your resume to Jimmy McQuilkin at jimmy@urbanpromisecharlotte.org.
- B. Respond to the short answer questions listed below. Email your responses along with your resume to jimmy@urbanpromisecharlotte.org.

Short Answer Questions:

1. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
2. Please write a brief narrative of your Christian experience. Include people and circumstances that have influenced your faith, how you express your faith in day-to-day life, and how your faith connects with your desire to work with UrbanPromise.
3. Describe a time when you had to set and achieve an ambitious goal with students or adults. What challenges did you and your students/adults face while striving to achieve this goal? Why was achieving this goal meaningful for you and your students/adults?

More About UrbanPromise Charlotte

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte's low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders ("*StreetLeaders*") who are employed as mentors and counselors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our first six senior StreetLeader classes have graduated high school on-time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past seven years, UrbanPromise elementary students have made an average of 3.5 months of reading growth.

During the the 2020-2021 academic year, UrbanPromise Charlotte serves about 375 children and youth at three neighborhood sites in three of Charlotte's lowest-income neighborhoods in west, east, and southwest Charlotte. In 2021, we will launch our fourth neighborhood site in the Hidden Valley neighborhood in northeast Charlotte.

UrbanPromise Charlotte is an UrbanPromise International affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.