ROLE:
Administrator of all programming related to youth (7th-12th grade) with day-to-day hands-on involvement in programming.

RESPONSIBILITIES:
- Curate and Implement programming for 7 dimensions of life: Academic, Physical, Environmental, Mental, Emotional, Social, and Spiritual growth for the youth at City School.
- There are 3 contexts for programming: In School, Out of School, and Summer Camp. When school is in-session, in-person, you will facilitate and oversee the after-school programming. Monday-Thursday 4pm-6pm; Friday 2pm-5pm.
- When there are school holidays or breaks, you will create fun and educational programming for the full school day 8am-5pm. Summer Break is 7 weeks.
- Develop positive relationships with parents/family members, partners, volunteers, campus residents, case managers and support staff in a holistic approach to ministry/programming.
- Proactively and accurately complete all requested training, professional development, grant requirements.
- Prepare the after school center for daily programming and the arrival of students.
- Implement and monitor a process to ensure every space is clean, organized, and safe. Help our kids build respect for their environment, one another, and themselves.
- Build and maintain culture within students and staff. Refer to the cultural rules for more info.
- Create a positive behavioral action plan that provides support, as well as disciplinary action when required; Communicate discipline issues with parents and supervisors.
- Contribute creative ideas to help programming stay relevant and engaging.
- One on one engagement with students for life coaching and counseling.
- We welcome you to contribute value to our team through ideas, suggestions, and strategies.

EXPECTATIONS:
- Be punctual for all programming. Communicate tardies, and absences with supervisor.
- Serve with Passion, Excellence, Dignity, and Integrity in all aspects of the program.
- All messaging and programming support the strategic vision to bring Light, Hope, and Transformation to our underserved community.
- Achieve and proactively report on the outlined grant and COR strategic goals accurately and on time.
- Collaboration, Communication, and Cooperation are core expectations on how we relate as a staff and to with our students.
- All work related to students is to be done in the spirit of Curiosity, Compassion, and Commitment.
- Full compliance with the COR Employee Handbook