



JOB OVERVIEW			
JOB TITLE	Children's Program Coordinator		
INDUSTRY JOB TITLE			
REPORTS TO	Program Manager		
DIRECT REPORTS	None		
DATE REVISED	August 2022		
POSITION DETAILS			
POSITION STATUS	<input type="checkbox"/> FULL-TIME	<input checked="" type="checkbox"/> PART-TIME	<input type="checkbox"/> CONTRACTOR <input type="checkbox"/> INTERN
FLSA STATUS	<input type="checkbox"/> Exempt item.	Choose an	<input checked="" type="checkbox"/> Nonexempt
SALARY GRADE			
POSITION SUMMARY			
<p>Under the direction and guidance of the Program Manager, the Children's Program Coordinator will plan, prepare, and execute the 3 components of our Children's Programming: Bible Study, homework help, and craft or play time, at a specific site. This person will schedule and coordinate a team of volunteers to consistently offer a high level of excellence and care in Children's Programming for children aged infant - 5th grade.</p>			
ESSENTIAL DUTIES & RESPONSIBILITIES: To perform this job, an individual must perform each essential duty satisfactorily with or without a reasonable accommodation.			
<ul style="list-style-type: none"> • Work closely with the Program Director and Program Manager to deliver and implement all children's programming in accordance with the core values, mission, and vision of Begin Anew. • Provide structured, age-appropriate programming one morning each week for children aged infant - 5th grade • Ensure that children in our care experience all 3 components of our programming each week: Bible study, homework help, and craft or play time. • Schedule and lead a team of volunteers to ensure appropriate adult: child ratios at all times • Perform other duties as assigned 			
SUPERVISORY RESPONSIBILITIES			
<input type="checkbox"/> Direct the work of others, including, but not limited to, planning, assigning, scheduling, and reviewing work. Holds colleagues accountable to quality standards and reviews performance. Responsible for hiring, training, developing, coaching, retaining, and terminating colleagues.			
<input checked="" type="checkbox"/> Not applicable.			
ADDITIONAL INFORMATION			
CUSTOMER FOCUS	<input type="checkbox"/> Position primarily serves internal colleagues.		
	<input checked="" type="checkbox"/> Position primarily serves external customers.		
	<input type="checkbox"/> Position serves both internal and external customers.		
CONFIDENTIALITY	<input type="checkbox"/> Access to and/or works with sensitive and/or confidential information		
	<input checked="" type="checkbox"/> Not applicable		
KNOWLEDGE, SKILLS, & ABILITIES			
MINIMUM EDUCATION	<input checked="" type="checkbox"/> High school diploma / GED		

	<input type="checkbox"/> Associate degree <input type="checkbox"/> Trade or technical school (certificate or diploma) <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> PhD
MINIMUM WORK EXPERIENCE	<input type="checkbox"/> 0-1 years <input checked="" type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-7 years <input type="checkbox"/> 7+ years
OTHER COMPETENCIES / QUALIFICATIONS	<ul style="list-style-type: none"> • Experience working with children, preferably in a church or Christian environment • Willingness to work with different cultures and faith beliefs • Pleasant and calm demeanor in working with children, staff members, volunteers, and others • Experience coordinating and leading a team of volunteers • Passion for sharing the gospel of Jesus Christ and a willingness to sign Begin Anew's Statement of Faith
COMPUTER SKILLS	<input checked="" type="checkbox"/> Moderate Computer Skills (Basic use of email, word processing, spreadsheets, databases, graphics, etc.) <input type="checkbox"/> Advanced Computer Skills (Able to use email, word processing, computer systems, etc. to their fullest capacity) <input type="checkbox"/> Technical Computer Skills (Basic programming, relational databases, and operating systems) <input type="checkbox"/> Advanced Technical Computer Skills (Advance programming, relational databases, and operating systems)
COMMUNICATION SKILLS	<input checked="" type="checkbox"/> Moderate Communication Skills (Immediate peers & peers in other departments) <input type="checkbox"/> Complex Communication Skills (Peers and leadership) <input type="checkbox"/> Organizational Communication Skills (Company-wide)
DECISION MAKING ABILITIES	<input checked="" type="checkbox"/> Job Specific Impact <input type="checkbox"/> Department Specific Impact <input type="checkbox"/> Organizational Impact
PROBLEM SOLVING SKILLS	<input checked="" type="checkbox"/> Routine Business Problems <input type="checkbox"/> Varied / Complex Business Problems <input type="checkbox"/> Organizational Business Problems
WORKING CONDITIONS	
PHYSICAL REQUIREMENTS	<p>The physical demands are representative of those that must be met by a colleague to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.</p> <p>While performing the duties of this job, the colleague is occasionally required to stand; walk; sit for extended periods of time; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch, or crawl; speak or hear. The colleague must occasionally lift, push, pull and/or move up to 20 pounds. Repetitive motion of upper body required for extended use of computer. Required specific vision</p>

WORK ENVIRONMENT	abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
	Works in well-lit, ventilated and climate-controlled environment.
HOURS / SHIFTS	Noise level in the work environment is typical for a childcare or school environment.
	<input type="checkbox"/> Monday - Friday; flexible schedule averaging 40 hours per week for full time colleagues <input checked="" type="checkbox"/> A minimum of 5 hours and no more than 10 hours per week for part-time colleagues. Days and times vary by site.
TRAVEL	<input type="checkbox"/> Minimum overnight travel (up to 10%) by land and/or air. <input type="checkbox"/> Moderate overnight travel (25% - 50%) by land and/or air. <input type="checkbox"/> Frequent overnight travel (more than 50%) by land and/or air.
BENEFITS	Not applicable for this position
OTHER	