



### Program Coordinator Job Description

<b>Position Title:</b>	Program Coordinator
<b>Reports To:</b>	Pastor of Shalom International Ministry, Rev. Gad Mpoyo Shalom International Ministry Leadership Team Inspire Advisory Team
<b>Schedule:</b>	Approximately 20 hours per week; August-May 16 weekly program hours Monday-Thursday 3:30-7:30pm and Fridays 4:30-6:30pm; Approximately 9 additional weekly hours (flexible) outside of program hours
<b>Anticipated Start Date:</b>	August 5, 2024

#### Overview of Inspire

Inspire: A Shalom Afterschool Initiative (Inspire) is an afterschool program for middle-school refugee students in Clarkston, Georgia. Inspire strives to provide students a safe, constructive place to spend their afternoons; helps students understand the language and academic content of their classes; fosters positive relationships built across cultural and language groups; and encourages confidence, a sense of self, and a sense of belonging. Located within Memorial Drive Ministries, the afterschool program serves approximately 25 students ages 11-15 who live next door to the church campus. At Inspire, students eat a snack, participate in enrichment activities (e.g., guitar, soccer, art, etc.), and receive academic support to assist them in their studies. The program is run by two paid staff with the support of approximately 25 volunteers each week.

#### General Description:

Inspire, an afterschool ministry for middle-school refugee students, under the aegis of Shalom International Ministry, is seeking a part time Program Coordinator. Candidates for this position must have experience in education and a passion for working with refugee middle-school students. The Program Coordinator is responsible for overseeing and coordinating all aspects of the afterschool program, including (in collaboration with the Lead Teacher) developing and implementing curricular and enrichment activities and managing volunteers.

an outreach of





### Essential Job Functions

#### Daily Operations Responsibilities:

- Plan, delegate, and supervise weekly activities and schedule in collaboration with Lead Teacher
- Provide organization and apply decision-making and problem-solving skills to ensure daily program operations run smoothly and effectively
- Create and implement activities that promote students' physical, social and intellectual development
- Utilize supportive behavior management techniques to ensure student safety and well-being
- Coordinate the creation and maintenance of a safe and healthy learning environment
- Arrange weekly provision of supplies and snacks
- Coordinate and conduct family engagement activities, maintaining connection/communication with parents and families
- Communicate with parents and school concerning students' well-being and education
- Maintain accurate and up-to-date records (attendance, home visits, behavior reports)
- Drive church van and/or personal vehicle to pick up students and drop off students from the program.

#### Organizational Responsibilities:

- Coordinate with Inspire Advisory Team to support fundraising goals
- Volunteer Management:
  - Recruit volunteers from a variety of religious organizations and community partners
  - Manage volunteer weekly emails, volunteer schedules, and volunteer support needs
  - Orient and train volunteers, matching them with roles that fit their interests and skills
  - Create and implement a system for recognizing and retaining volunteers
- Meet regularly with the Lead Teacher, the pastor of Shalom, and the Inspire Advisory Team to determine program goals, develop a budget, and discuss progress
- Oversee evaluation of staff, volunteers, and overall program

### Qualifications

- Bachelor's degree in education or related field
- Experience working with youth in an educational setting
- Experience working with diverse peoples, preferably with refugees and/or immigrants
- Sensitivity and openness to people of all cultures, ethnicities, socioeconomic, and religious backgrounds
- Energy to work with youth of different ages, abilities, and backgrounds
- Experience managing volunteers
- Strong administrative and management skills
- Willingness to take initiative and make decisions independently
- Valid driver's license, vehicle, and insurance

an outreach of





**INSPIRE**  
a shalom afterschool initiative

5140 Memorial Drive  
Stone Mountain, GA 30083  
[shalominternationalministry.com/inspire](http://shalominternationalministry.com/inspire)  
• Background check clearance

#### Compensation

This is a part-time salaried position. The position will require an average of approximately 20 hours per week during the school year with school holidays and the months of June and July off. Salary range is \$17,000 - \$20,000 based on experience and qualifications.

#### To Apply

To apply for this position, please email a resume, cover letter, and references to Elisabeth Kaputo at [ekaputo@shalompcusa.org](mailto:ekaputo@shalompcusa.org). An initial review of applications will be conducted as soon as we receive them. Applications will continue to be accepted until the position is filled.

an outreach of

