

Elementary and Soccer Program Coordinator
North Littleton Promise
www.northlittletonpromise.org

Organization Mission: North Littleton Promise builds life-giving relationships with immigrant kids and their parents to foster faith, education and leadership in Christ-centered community. NLP runs after school, soccer and summer programs along with groups, workshops and resource navigation for parents. NLP is a small, faith-based non-profit with established relationships in the Littleton community with opportunities for growth.

Job Summary:

This team member works closely with the Director of Programs and other program staff. He/she is responsible to develop and lead our after school and summer programming for elementary students and spring/fall soccer programs to facilitate growth in faith, education and leadership. This person builds strong relationships with students and parents, as well as leads volunteers, coaches and summer staff. This team member requires strong organizational and delegation skills.

To apply: Submit resume and cover letter and 3 references with emails (two professional and one pastoral) to Kory@northlittletonpromise.org

Kory Nuñez, Director of Programs
Kory@northlittletonpromise.org, 303-548-0445

Supervision:

Supervised by Director of Programs

- Two weeks of paid vacation plus 8 paid holidays
- Mandatory hours for meetings/programs
- Some remote work allowed

Salary Range/Hours:

- \$23-\$25/hr depending on experience
- 20-25/hrs wk

Requirements:

- Experience in:
 - Children's ministry, teaching, and classroom management
 - Program development
 - Volunteer/staff supervision
- Strong interpersonal, written and oral communication skills
- Bilingual (Spanish/English) and cross-cultural experience

- Agreement with NLP's statement of faith

Preferred Experience:

- Understanding and heart for Hispanic-immigrant community
- Experience with at-risk populations

Responsibilities: *(included, but not limited to)*

1. *Build Relationships and Equip Teams*

- Shepherd and build relationships with students, parents, staff, program volunteers, community/school partners, coaches, and summer staff
- Foster trust and build strong communication with parents of elementary students and soccer teams
- Onboard, train, lead a team of volunteers and soccer coaches. Includes weekly communication with the team to delegate responsibilities to lead activities, set up and clean up. Collaborates with staff for summer staff training.
- Executes volunteer and summer staff appreciation every semester
- Hire, lead and support team of summer staff in collaboration with Director of Programs.

2. *Program Development & Communication*

- Administrative and communication duties with staff and program partners
- Plan, lead and direct weekly programs: curriculum for faith, education and leadership, special activities, and field trips
- Plan NLP summer programs in partnership with summer staff; Plan and facilitate student registration each semester with Operations Manager
- Communicate schedule, events, logistics, drop off/pick up with parents
- Facility prep and supply purchasing
- Develop and track outcomes and goals related to faith, education and leadership priorities implemented at program

3. *Special Events*

- Partner with the staff on family events (parent meetings, community Easter event, summer picnic, Posada)
- Collaborate with outside organizations for other summer programs (soccer camp, Eagle Lake)
- Promote NLP within sphere of influence for fundraising events and volunteer recruitment

4. *Any added responsibilities at the discretion of Director of Programs*