World Relief

After School Club Coordinator (Part-Time)

Description

 **POSITION SUMMARY:**

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

Are you passionate about working with immigrant youth and helping to provide a safe environment to learn, play games and develop connections with other youth, staff and volunteers? Join our Children & Youth Services team in welcoming newly arriving refugees, asylum seekers and other immigrant youth, by coordinating, vision casting, providing structure, and leading all K-12 after-school clubs, summer programming and extra-curricular activities.

**ESSENTIAL FUNCTIONS:**

* Planning and implementation of after school clubs promoting academic and social emotional skill advancement
* After school club coordination includes: safety protocol; family school, and volunteer communication; organizing club locations and times
* Organize transportation to/from club sessions for eligible students: drive students in 15 passenger van and coordinate/supervise intern drivers
* Work closely with the School Services Coordinator to identify newly arrived students and facilitate their club enrollment and participation; Coordinate with other office staff as needed
* Ensure permission forms are signed
* Coordinate and provide leadership for volunteers by conducting trainings, leading pre-club meetings, directing, and guiding during club sessions, communicating regularly, and offering ongoing support
* Manage volunteers, interns, and/or work-study students
* Maintain data of client and volunteer records using Excel and Dynamics databases; ensure that student attendance is taken each week and reported accurately; formalize structural procedures according to program growth and development
* Prepare and submit monthly program reports and other reports, as requested
* Communicate with parents and students by doing home visits and/or phone calls to update parents about upcoming activities and student progress
* Participate in weekly program and tracking team meetings
* Attendance at All Staff Meetings
* Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

* Technical Skills
* Initiative and Independent Work
* Manage Competing Priorities
* Organizational Skills
* Interpersonal Skills
* Communication Skills (oral and written)
* Teamwork
* Fluency in Arabic, Burmese, Nepali, Swahili, French, preferred
* Cross cultural experience preferred
* Bachelor’s degree preferred
* Knowledge of World Relief
* Confidentiality and Professionalism

**REQUIREMENTS:**

* Mature and personal Christian faith
* Committed to the mission, vision, and values of World Relief
* Desire to serve and empower the Church to impact vulnerable communities
* Experience working with children and youth
* Afternoon hours availability
* (Very active position) Club requires a lot of physical activity
* Valid driver’s license and car

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
* The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds
* Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information
* The employee frequently is required to sit, reach with hands and arms, talk and hear

**WORK ENVIRONMENT:**

* General office setting
* Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype meetings may be required
* Year-end archiving activities involve repeated lifting and bending
* Physical, emotional and intellectual demands
* Equipment used: Employee computer (desktop or laptop), printer, and copier
* All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

**World Relief offers a competitive benefits package for Part-time positions (less than 25 hours per week):**

* Mileage reimbursement
* Offer 16 Paid Holidays (Regular Part Time)
* Employee Assistance Program (EAP)
* Sick Leave (Washington, City of Chicago, Maryland, California)

World Relief - Retirement:

* Eligibility: Part time is eligible after 1000 hours in a year
* Automatically enrolled at 4%
* 401K & Roth through Fidelity
* WR matches up to 4%, then an additional quarter percent up to 10%

World Relief Discounts (Immediately Eligible):

* Verizon
* Pet Insurance through Nationwide
* Home and Auto insurance through Liberty Mutual

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

Legal Background in the United States

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief’s Statement of Faith.