

URBAN*PROMISE* **MINISTRIES JOB DESCRIPTION**

Position Title: Leaders of Promise Coach for DGNI Leaders of Promise Project. Department: DGNI

Reports To: Project Director Salary Range: (Part-Time/Granted Funded) (a stipend of \$30 per meeting/activity) and \$1,400 each summer of 2018 and 2019. (\$14/hour, 20 hours/week, 5 weeks) in years 2 and 3.

Position Summary:

The Leaders of Promise Coach will support the DGNI Leaders of Promise Project Director and Head Coach with monthly meetings and activities, attend required monthly meetings, mentor youth participants, and supervise and support Summer Action Plan implementation.

Essential Job Functions (List the most important responsibilities of the position here):

1. Assist the Project Director with recruiting youth participants for the project.
 2. Support Project Director with planning and coordinating monthly meeting and activities.
 3. Supervise and mentor youth participants.
 4. Implement project goals and objectives effectively to ensure compliance with grant guidelines.
 5. Assist the Project Director in addressing the needs of the youth participants.
 6. Be an effective role model and promote a safe and healthy environment for all youth participants.
 7. Serve as a leader, coach, and mentor to five to ten youth participants.
 8. Coach and assist youth participants in developing their Summer Action Plan and be available for implementation of Summer Action Plan.
 9. Perform other duties as assigned.
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Essential Job Requirements: (List position qualifications here)

EDUCATION Minimum Associates Degree. Bachelors Degree preferred.
Successful completion of higher education coursework related to education or child development.

EXPERIENCE Experience working with youth in an urban setting.
Experience implementing youth leadership and educational programs.
Demonstrated behavior that is professional, ethical and responsible.
Experience working with community leaders and partners.

REQUIRED SKILLS Excellent writing and communication skills.
Excellent leadership skills
Excellent organizational skills

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PHYSICAL REQUIREMENTS Ability to lift and move tables, chairs, materials and supplies to facilitate the program.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee Print / Signature

Date

Manager Print/ Signature

Date

Human Resources Approval/Comments:

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Authorized Human Resources Signature

Date