



Elementary Program Coordinator

the canby center
el centro de canby



***In God's love, we renew dignity and
inspire learning for youth and families.***

The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.

Elementary Program Coordinator Job Description

Position Title: Elementary Program Coordinator

Reports To: Director of Programs

Classification: 30 - 40 hours Weekly

Compensation: \$25-27 an hour DOE

TO APPLY: Submit a cover letter and resume to employment@thecanbycenter.org.

Resumes received without a cover letter will not be considered.

Summary: The Elementary Program Coordinator plans, implements and oversees the operational success of elementary age programs offered by The Canby Center (TCC), at TCC and via School District partnerships. The ideal candidate will be volunteer-centric, responsible and focused, with outstanding organizational skills, a strong communicator with a high level of effectiveness in serving elementary youth and families.

Leadership: (50%)

- Oversee day-to-day operations of Reading Mentors, Tutoring and Backpack Buddies programs
- Maintain a high level of TCC mission alignment in elementary programs with centrality to TCC values of faith, community, and dignity, in speech and in action.
- Proactively collaborate with TCC staff in accomplishing individual and team goals
- Recruit, screen, train and manage volunteer teams in program delivery
- Cultivate strong relationships with the Canby School District, school leaders and relevant partner agencies
- Lead volunteers and staff in program adaptations to enhance effectiveness, supporting growth and program integrity at all program sites
- Spearhead hiring, training and management of seasonal event staff & volunteers

Program Management: (25%)

- Manage the stewardship of relevant program budgets, supporting the Development Team in fundraising efforts as called upon
- Oversee the procurement and management of educational resources at all program sites
- Ensure program materials are offered in Spanish translations and resources reflect the cultural diversity of those served
- Oversee seasonal program launches and celebrations
- Identify and implement methods for measuring progress towards program goals
- Gather and report feedback (surveys, etc.) from key stakeholders to assist with evaluation, goal setting and development endeavors
- Work closely with Program Team to identify new opportunities and growth trends

Program Promotions: (25%)

- Responsible for the creation and execution of program marketing materials and strategies in partnership with TCC Program Staff
- Maintain a high level of communication with program participants, volunteers, district contacts and staff
- Champion TCC program offerings to program participants and staff.
- Participate in TCC events as called upon (fundraising, volunteer appreciation etc)

Qualifications:

Bachelor's degree preferred

Bilingual (English & Spanish) is a plus, not required

3 years experience in an elementary educational setting preferred

2 years experience with management of volunteers a plus

Proven ability to integrate biblical teaching into leadership and curriculum development

Strong public and interpersonal speaking skills

Work well with a diverse group of people

Motivated, organized, trustworthy and a creative problem solver

Some database experience a plus

Access to a vehicle and possession of a valid driver's license

Work Environment:

- Traditional workweek with some evening/weekend events
- Local travel is required. The workspace may be a combination of Canby School District, TCC, and/or at home.
- Must be able to lift 40 pounds.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives, serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Col. 3:17, Hebrews 13:1-4, Galatians 5:13-26, I Thessalonians 2:10 and 5:22-24.
- The employee will be a regular participant in an Evangelical church