



## Program Coordinator Job Description

### **ORGANIZATION:**

Project Transformation was founded 1998 under the auspices of the North Texas Conference of the United Methodist Church. Since then, the program has been replicated in several other annual conferences, and now operates through a network of affiliated, "Project Transformation Chapters." Each Chapter is approved by the Project Transformation National organization and enters into a Chapter Affiliation Agreement, but is governed by its own Board of Directors.

Project Transformation incorporates a collaborative model of ministry to address three unique challenges in one program:

- 1) How to meet the academic, physical, social emotional and spiritual needs of children from underserved communities.
- 2) How to provide meaningful ways for college students to explore ministry opportunities and develop as young adult leaders for the church and the world.
- 3) How to help revitalize churches in low-income communities.

The mission for Project Transformation is to engage young adults in purposeful leadership and ministry, support underserved children and families, and connect churches to communities in need.

### **POSITION SUMMARY:**

Under policy direction of the Executive Director, the Program Director is primarily responsible for recruiting and supervising summer interns; managing the implementation and evaluation of all programming activities; creating a nurturing, supporting work environment for summer interns. Works closely with the Executive Director to ensure program meets objectives and assists in planning, policy, and operation matters.

### **RESPONSIBILITIES:**

Key responsibilities include:

- **Recruiting** – Develop an annual recruiting plan and recruits interns and house pastors for the summer programs. Maintain existing and develop new relationships with churches and campus ministries.
- **Intern Supervision** – Interview, hire, and supervise summer interns. Create and implement annual training for all interns. Schedule roommates, negotiate conflicts, create work teams, and evaluate interns' performance. Coach and counsel interns in a calm and mature manner.

- **Food Program Management** – Manage the summer food program and supervise any part-time food program staff as needed.
- **Reading Program** – Oversee the reading program. Develop, prepare, and assess forms, records, charts, and other operational materials. Train, coach, supervise and support reading coordinators. Facilitate weekly reading coordinator meetings. Collect and process reading data turned in by reading coordinators. Collect and organize reading and educational resources for each site. Oversee tracking of all reading outcomes through the Fountas & Pinnell Benchmark Assessment System to effectively track student improvement in reading. Help develop and maintain site libraries and coordinate book donations. Assist with management of volunteer projects related to libraries and curriculum resources. Work with Bookworms on Site Mission Teams to encourage library maintenance and growth.
- **Community Life** – Works with Executive Director to oversee community housing activities (i.e. worship, community dinners, devotions, chores, weekend activities, etc.). Attends intern dinners throughout the week to make announcements, interact with interns, and provide counsel.
- **Churches and Community Partners** – Communicate with churches to share the mission of Project Transformation and seek volunteers, potential interns, and additional support. Assists with the creation and maintenance of the Project Transformation website and promotional videos as it relates to recruiting activities.
- **Media and Engagement** – Work with Executive Director to release media to the public and to particular audiences of Project Transformation. Assist in development of fliers, banners, and other necessary print materials.
- **Operations** – Assist the Executive Director in coaching and directing staff in operational activities to ensure compliance with company goals, objectives and budget. Assist the Executive Director in grant writing. Review on a continual basis the department procedures, staffing and equipment for maximum efficiency while controlling costs.
- **Development** – Work in partnership with the Executive Director to build a strong donor base and encourage these donors to build relationships with children and young adults participating in the program during the summer.

#### **QUALIFICATIONS and SKILLS:**

- Minimum of Bachelor's Degree; knowledge of development levels for youth, specifically those in urban communities, and bilingual English-Spanish would be pluses.
- Leadership experience with Project Transformation or in the church/nonprofit/public sector/private sector.
- Strong relationship builder and communicator with young adults, staff, and community partners

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- Excellent communication skills, both written and oral; strong presentation skills; experience in public speaking
- Strong interpersonal skills that include the ability to inspire and motivate
- Demonstrated resourcefulness in setting priorities; ability to be flexible and to multi-task effectively, managing multiple efforts simultaneously
- Integrity, credibility and commitment to the mission
- Possess the following personal attributes:
  - Christian faith
  - Entrepreneurial spirit
  - Innovative
  - Enthusiastic
  - High energy level
  - Personable
  - Sense of humor

**SUBMISSION INFORMATION:**

Please submit a cover letter and resume including references to Rachel Neer at [rachel@ptpnw.org](mailto:rachel@ptpnw.org) no later than 12:00 noon on Monday, December 12.