

Outreach

Community Ministries

Restoring Hope,
Providing Opportunities

POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: Junior High Program Coordinator

Division: Outreach Community Center in Carol Stream (OCC)

The Outreach Community Center in Carol Stream is a multi-purpose, neighborhood resource center serving a low-income, ethnically diverse neighborhood. Services include counseling, casework, mentoring, community development, services for older adults and after-school and summer programs for children and youth.

Job

Responsibilities:

The Junior High Program Coordinator is responsible for the implementation and development of after school and summer school programming for junior high students in the southeast Carol Stream community. Responsibilities include building effective relationships with students, parents, schools and community partners; student recruitment for academic and summer programs, academic assessment, curriculum development, and instruction using creative methods; staff, intern and volunteer supervision; collaboration with site-based education team focused on program development and coordination, and implementation and documentation of all grant requirements. This position reports to the OCC Executive Director.

Requirements:

A passion for working with junior high students. Bachelor's degree in education, social work or youth ministry; at least three years of previous classroom teaching or group experience with adolescents; previous supervision experience with staff, interns or volunteers; sensitivity to the needs of students from low-income, high-risk families and culturally diverse backgrounds. Strong planning and organizational skills. Proficiency in Microsoft Word and Excel. Valid IL driver's license and insurance, good driving record and reliable vehicle. A Commitment to Outreach Community Ministries' Statement of Mission and Faith is required. Bilingual (Spanish/ English) a plus.

Status:

Full-time. 40-45 hours per week. Monday-Friday 10:30am to 7pm. Occasional Saturdays for student and community events.

Compensation:

Annual salary for this position falls between \$36,500 and \$43,000 based on education, experience, skills and language ability.

Apply Online:

www.outreachcommunityministries.org

Posting Date:

February 18, 2020

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.

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