



The Common Place (TCP) is a urban, faith – based organization whose mission is to serve children and families of the Southwest Philadelphia community.

POSITION: TCPS Program Coordinator

REPORTS TO: Program Director

STATUS: Full Time

PREPARED DATE: June 2022

JOB SUMMARY:

Program Coordinator: The Program Coordinator will work Monday through Friday 10:00 to 6:00 pm. This person must be well organized, outgoing, and possess the ability to utilize sound judgement in administrative decision making. Duties consist of supporting the day-to-day operation of the Program Director, the after-school and summer programming including scheduling, curriculum development, trainings, administrative duties. Serve as a visionary and programmatic leader with Program Director. Builds connections and maintain communication with the children's families, local schools and community organizations. May be required to work hours outside of the normal hours including weekends and evenings.

QUALIFICATIONS:

Bachelor's degree in Elementary Education or Education Administration.

An FBI background check, PA criminal history background check, Child Abuse Clearance and A National Sex Offender Registry Clearance (Acts 34, 114, and 115 clearances) are required prior to commencement of employment.

Must have the ability to work independently.

Moderate skills are required in both written and verbal communication, interpretation, analyzing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to make routine decisions independently and work harmoniously with others.

Reports to work consistently and on time; May be required to work hours outside of the normal duty hours including some holidays, alternative school days, etc.

Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible.

RESPONSIBILITIES:



Have a comprehensive understanding of youth development
Serve as students & families point of contact
Conference with parents and students as needed
Take initiative in developing curriculum with guidance of PD.
Manage many aspects of TCPS program, including staff, scheduling, and implementation of curriculum
Cash/ payment handling
Conduct orientations in conjunction with Program Director
Collection of paperwork (staff, consultants, presenters, and volunteers)
Communicate and coordinate deadlines for time sheets, clearances, and additional information
Actively assist in the recruitment and enrollment of eligible students
Support, Research, and provide resources/materials for staff
Lead/ attend staff meetings and have strong communication skills
Perform other duties as assigned.

ALL EMPLOYEES MUST BE ABLE TO OBTAIN A PA CHILD ABUSE CLEARANCE, PA CRIMINAL CLEARANCE, AN FBI FINGERPRINT CLEARANCE, NSOR, AND COMPLETE A MANDATED REPORTING TRAINING

WE ARE AN EQUAL OPPORTUNITY EMPLOYER