

Bethel Community Center

Part-Time Assistant to the Program Coordinator Description

General Position Summary:

This is a part-time position for Bethel Community Center, 126 Ontario Street., Zanesville, OH 43701. Our Assistant Program Coordinator will be an advocate for the vision and mission of the organization. The Assistant Program Coordinator will report to the Bethel Community Center Program Coordinator and the Community Center Executive Director. The Assistant will help develop, plan, schedule, and staff the After School Program, Summer Youth Program, and all new programs for children and adults at the Bethel Community Center. The Assistant will help advocate for and promote Bethel's children's programs in the community.

After School Program Description:

Bethel Community Center provides a Monday-Thursday after school experience that includes academic achievement for children 5-18 years of age, in alignment with the Zanesville City School's calendar.

Summer Youth Program Description:

Bethel Community Center provides a quality day camp experience during the summer months, which provides enrichment activities in the areas of social/emotional wellness, health and fitness, recreation, community awareness, and service to others.

Bethel Community Center Vacation Bible School:

Bethel provides Vacation Bible School at either the Community Center or in collaboration with area churches providing the service. Children and volunteers from both the community and from the area churches are invited to participate.

ASSISTANT PROGRAM COORDINATOR RESPONSIBILITIES

- Work with the Program Coordinator and Center Executive Director to plan after-school, summer day camp, and family programs.
- Help to develop and implement a dynamic, enriching, and fun after-school experience during the academic year, and a summer youth day camp experience for children ages 5-18.

- Help implement a summer day camp that includes an array of experiences at the Center and in the community.
- Help implement and supervise in an annual Vacation Bible School.
- Work with the Program Coordinator to plan and implement programs.
- Help to recruit and train volunteers specifically for children's programming.
- Engage in activities for grant administration as directed.
- Help to monitor the environment for health and safety hazards for the protection of children and volunteers participating in programming. Address any problems to the Program Coordinator and/or the Center Executive Director. Help to ensure the children are properly supervised and Bethel's Safe Sanctuary policy is followed.
- Help maintain the cleanliness and environment of all children's areas (library, games, craft tables, etc.) Help rotate décor and displays to keep them relevant and engaging.
- Help the Program Coordinator and Bethel Community Center Executive Director to develop a budget for children's programming.
- Help maintain accurate written records as necessary for all aspects of programs such as daily attendance or activity logs, expenses, grant data, etc. Help the Program Coordinator to provide a typed progress report to the Center Executive Director each month.
- Help post appropriate information about Bethel, programs, and activities on social media.
- Help build relationships with schools, parents, and community groups to promote Bethel Community Center's mission, vision, and children's programming.
- Other duties as assigned by the Bethel Program Coordinator or Center Executive Director.

Preferred Qualifications:

*Profess to be a follower of Christ.

*High School diploma or GED

*Help recruit and train volunteers

*Passion and capacity to help work with children, youth, and families living in the crisis of poverty