



Site Coordinator Job Description

Term of Service is May 21, 2023 – July 27, 2023

Position Summary: Project Transformation (PT) is transforming the lives of young adults and the children they serve through programs in diverse areas. The summer collegiate experience is hands-on with young adults serving in teams and connecting children from diverse cultural, social, and economic backgrounds with adult volunteers. Site Coordinators (SCs) are the point person at each church site for PT and site church staff. SCs facilitate team meetings and oversee team component planning. SCs track attendance of children, work with the food program, help manage volunteers, and are a resource for ideas, brainstorming and conflict mediation. Young adults will serve under the supervision of the Recruitment & Connections Director and Program Director.

Project Transformation Mission and Vision:

The mission of Project Transformation is to transform communities by engaging children, college-age young adults, and churches in purposeful relationships. We envision a world that is rooted in love, pursues the equity of all people, and amplifies God's call on every life.

Reports to: Recruitment & Connections Director & Program Director

Classification: Seasonal, 40 hours/week, non-exempt status

Job Duties:

- Under the guidance of PT Staff, plan and implement an eight-week summer day camp for children, Mondays through Thursdays, serving approximately 30-60 children, children and youth. Daily activities include one-to-one reading, physical recreation activities, artistic enrichment, music, social-emotional skills, and other activities in which the gifts and talents of the young adults can be shared with children.
- Maintain a clean, fun, and safe program environment.
- Build relationships with site and partner churches.
- Interact positively with program participants and their parents, volunteers, site and partner churches.
- Coordinate and implement 2 community events (Family Fun Night and End of Summer Celebration) to include participants' families, volunteers, partner and site churches.
- Facilitate communication between Project Transformation Staff, the site church, and the team of college age young adults.
- Track attendance of children manually and record the information digitally each day.
- Communicate camp activities and updates with parents/guardians of the children participating.
- Help check in volunteers when they arrive at site and ensure that thank you notes are sent throughout the summer.
- Receive meals from feeding partners and properly record the meals and temperature to the standards of the food program partner.
- Coach team members on strategies to work with children with the help of Project Transformation Staff.
- Notify PT Staff immediately if team dynamic issues arise.
- Participate in career/service exploration events each Friday that includes introductions to various avenues of social service opportunities through guest speakers, field trips, and interactions with community leaders.

- Live in community housing provided by Project Transformation with other young adults.

Minimum Requirements:

- Must have the legal right to work in the United States.
- Must be at least 19 years of age or must have completed at least one year of college.
- Must enjoy working with children.
- Must display leadership skills, including but not limited to communication, organization, problem-solving, dependability, commitment, and flexibility.
- Must be self-motivated and able to work effectively independently as well as with a team.
- Must be comfortable with leading and/or serving with the site team, including other young adults, site staff, volunteers, community partners, and PT staff.
- Must support the Mission and Core Values of Project Transformation.
- Must be available to attend training in San Antonio, Texas May 21 – May 31, 2023.
- Willingness to serve in one of PT's three geographical areas – Austin, San Antonio, or McAllen, Texas while living in community with other young adults.

*Reasonable accommodations will be made to persons with mental or physical disabilities.

Schedule:

- Facilitating children's camp Monday-Thursday, plus one day involving an afternoon meeting until 4:30pm
- Attending leadership and curriculum planning meetings
- Community Dinners Sunday-Wednesday
- Friday Experiences until 1:00pm
- One hour Sunday morning worship and afternoon team and community meetings

Time Off:

- Thursday night dinner
- Friday afternoon-Sunday morning

Compensation:

- \$3,850 stipend for the summer paid bi-weekly. Additional compensation is available for additional leadership roles.
- Housing
- Most meals during summer of service
- Training, including 9-day pre-service training
- CPR and First-Aid Certification
- PT gear and other benefits

Application Process:

Applicants apply online via <https://projecttransformation.org/rio-texas/get-involved/summer-of-service>. A professional resume and contact information for three references that are not family is required for application.