

Site Coordinator Position

Term of Service: May 18, 2026 - July 25, 2026

Application Process: Applicants apply online via <https://ptnational.my.site.com/JobApplication/s/>

- Contact information for 3 professional references are required for application
- A professional resume is required. May be sent to deniff@ptriotexas.org
- Two interviews required for all potential candidates

Position Summary: Project Transformation's (PT) collegiate summer experience is a hands-on, 10-week internship meant to ignite and equip service-oriented leaders to invest in their community. Interns will strategically live and work in teams to connect with children from diverse cultural, social, and economic backgrounds. Alongside PT staff and volunteers, interns will also support children in reading sessions to promote their social-emotional development and love for reading. Site Coordinators (SCs) are the overall point person at each site church for PT and site church staff. SC's are responsible for leading a team of 4-7 college-aged adults, tracking attendance of children, accommodating meal programs, establishing classroom management, communicating with parents, and implementing conflict mediation strategies.

Project Transformation Rio Texas 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: Young Adult Development Director & Program Director

Classification: Seasonal, 40 hours/week

Job Duties:

- Under the guidance of PT Staff, plan and implement an 8-week, summer day camp for children, Mondays through Thursdays, serving approximately 30-60 elementary-aged children. Daily activities include reading, literacy development, physical recreation activities, artistic & musical enrichment, and other activities in which the gifts and talents of PT Rio's young adults can be shared with children
- Maintain a clean, fun, and safe program environment by following all Health and Safety Protocols to ensure the well-being of participants, interns, and volunteers
- Live intentionally in community housing provided by Project Transformation with other young adults
- Facilitate communication between Project Transformation staff, site church, and team of college young adults
- Build relationships with program participants, their parents, volunteers, and partner churches
- Welcome, vet, and sign-in reading volunteers
- Track attendance of children
- Receive meals from feeding partners; properly record the meals and temperature to the standards of the food program partner
- Communicate camp activities and updates with parents/guardians of children (events, book fair, camp details, etc.) through weekly newsletters/ text messages
- Coordinate and implement 2 community events (Family Fun Night & End of Summer Celebration) to celebrate participants' families, volunteers, partner and site churches
- Host team meetings which oversee team component planning
- Meet lesson plan/ other required deadlines
- Coach team members on strategies to work with children, including behavior interventions, with the help of PT Staff
- Ensure that appreciation/ Thank You letters are sent to volunteers and dinner providers throughout the summer
- Participate in career/ vocational discernment service events that introduce various avenues of social justice opportunities through guest speakers and community partner visits

Minimum Requirements:

- Must support the Mission and Core Values of Project Transformation
- Must have the legal right to work in the U.S.
- Must be at least 19 years of age or must have completed at least one year of college
- Must be Respectful towards other faiths
- Must enjoy working with children
- Must be able to lead a team of 4-7 college-aged adults
- Must display communication, organization, problem-solving, dependability, and relationship-building skills
- Must be confident working with diverse & multi-generational populations (children, elderly, etc.)
- Must be self-motivated and able to work independently
- Must be able to work under pressure /in overstimulating environments (loud noises, etc.)
- Must be comfortable speaking with parents/guardians, serving with the site team, including other young adults, volunteers, community partners, and PT staff.
- Must be available to attend 2-weeks of training in San Antonio, Texas May 18– May 31, 2025
- Must be willing to serve in one of PT Rio's geographical areas – San Antonio, Georgetown, McAllen, or Corpus Christi, Texas.

**Reasonable accommodations will be made to persons with disabilities.*

**Must be able to pass a criminal background check*

Preferred Qualifications:

- Previous experience working with children
- Bilingual; Spanish speaking
- Comfortable communicating with volunteers and families
- Ability to help others grow
- Experience with graphic design & other programs (Canva, Excel, Zoom, Google Drive, etc.)
- Reliable vehicle is preferred

Schedule:

- Facilitate children's camp Monday-Thursday (8:15am-3:45pm)
- Attend team, & curriculum meetings as required
- Attend community dinners Monday-Wednesday (5:30-6:30pm)
- Attend weekly worship nights Tuesday (7:30pm)
- Participate in Friday Experiences
- Attend Sunday morning worship and evening community meetings

Compensation:

- \$3,900 summer stipend, paid semi-monthly
- Room & Board
- Community Meal Stipend
- CPR and First-Aid Certification
- Conferences/ Travel
- PT gear
- Professional & Social Experiential Learning Opportunities



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