



Project Purpose Programming Assistant

Job Title: Programming Assistant

Hours: Part time, 10-12 hours/week, with opportunities up to 15 hours a week

Compensation: \$18-20/hour based on experience and qualifications

Accountability: Reports to the Executive Director

Supervises: Meal Team volunteers, Discipleship Program volunteers, students

Description:

The organization's mission is "to share with the low-income students and families of Pottstown Christ's unique purpose for their lives by providing educational supports and mentoring relationships." Project Purpose is a Christian faith based non-profit serving 100 low-income students from the Pottstown community.

The Programming Assistant works in conjunction with the other Project Purpose staff members to provide support to our volunteers and students during weekly tutoring sessions, oversees a weekly study hall for student volunteers from Coventry Christian School, coordinates meal team volunteers and food for the weekly meal and snacks, and lead a weekly, Sunday School/Bible study style discipleship program for a small group of students.

Qualifications:

Education and Experience

- Experience in working with underserved, at-risk families in a similar leadership position
- Maintains a personal relationship with Jesus Christ.
- Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with with people within and outside of Project Purpose, and faithfully upholds Project Purpose's ministry in prayer.
- Some college preferred, but not required; background in education, ministry, or social work preferred. **High School Graduates 18 years and older currently enrolled in a related degree program are welcome to apply.**

Skills

- Ability to lead others as a servant-leader
- Strong communication skills
- Be comfortable in engaging in cross-cultural ministry within a low-income community
- Willing and able to build relationships with Christians of various denominational backgrounds
- Be proficient in Excel, Word, and Powerpoint (and/or comparable Apple or Google based products)

Sharing with the low-income students and families of Pottstown Christ's unique purpose for their lives by providing them with educational resources and mentoring relationships.

- Works well as part of a team and completes independent tasks consistently and in a timely manner
- Ability to manage groups of students and volunteers
- Must have reliable transportation
- Current PA Criminal Record Check and Child Abuse Clearances
- Current CPR/First Aid Certification and Mandated Reporter Certification (or willing to complete upon hiring)

Responsibilities:

1. Assist in overseeing Project Purpose's programs, most importantly after school tutoring, by working directly with the Executive Director and Assistant Director, volunteers, and students at after school tutoring sessions and Project Purpose Programs
2. Continue to cultivate an environment that students desire to be a part of, putting the needs of students and families first; Engage students through on-going relationships and foster academic, emotional, and spiritual development, while modeling these skills for volunteers as well.
3. Directly oversee the discipleship and spiritual growth of a small group of students who attend Project Purpose through a weekly enrichment program.
 - a. With guidance of the Executive Director and Assistant Director, plan and implement weekly Sunday School/Bible Study time (preferably Thursday evenings after tutoring)
 - B. Plan, shop for, and prepare a meal for students who attend this weekly study time
 - C. Coordinate with volunteers to assist with the weekly study time
 - D. Communicate with the families of students to ensure program attendance
4. Directly oversee a weekly study hall for Coventry Christian students who volunteer on Wednesdays with Project Purpose. Study hall runs from 3-4:15pm each week.
5. Directly plan and shop for the Wednesday meal and tutoring snacks; oversee an established team of volunteers to plan and prepare the weekly Wednesday meal for approximately 75 students.

Time Commitment

- Average of 10-12 hours per week, up to 15 hours on occasion
- Attend tutoring sessions as supporting staff member:
 - Every third Sunday from 4:00-6:00 (during the school year); option for more Sundays if preferred
 - Wednesdays from 3:00-6:15 (during the school year)
 - Thursdays from 4:00-6:00 (during the school year)

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- Create weekly discipleship time for small group of students (Recommended: Thursdays from 6-7:15/30)
- Additional duties to be completed independently: shopping for weekly meal and snacks, communication with meal team volunteers, planning for weekly discipleship Bible Study sessions including materials, activities/crafts, lessons, student and volunteer communication
- Summer hours may include:
 - Attending our summer garden sessions (Monday and Wednesday evenings from 6-8pm)
 - Attending Theatre Club sessions (typically Tuesdays 10-12)
 - Attending STEAM Club sessions (typically Mondays 9-12)
 - Holding Discipleship events for students in the school year program, or for new students to join in
 - Attending mentor events (2 per summer)

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