



Project Purpose Volunteer Coordinator

Hours: Part time (12-15 hours/week), year round

Salary: \$21,840, salaried

Accountability: Executive Director (ED)

Supervises: Volunteers, students

Description:

Project Purpose is a Christian-faith based 501(c)3 non-profit located in Pottstown, PA serving low-income students and families, primarily from the community of Rolling Hills. 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."

The Volunteer Coordinator provides leadership to the youth and adult volunteers of Project Purpose.

Qualifications:

Education and Experience

- Possess a Bachelor's Degree in Education, Human/Child Development, Christian Ministry or 3+ years experience leading volunteers
- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ and faithfully upholds Project Purpose's ministry in prayer

Skills

- Ability to lead others as a servant-leader
- Be comfortable in engaging in cross-cultural ministry within a low-income community
- Ability to work independently on tasks with minimal oversight
- Strong collaboration and communication skills
- Build relationships with Christians of various denominational backgrounds
- Be proficient in Excel, Word, and Powerpoint (and/or comparable Apple or Google based products); willing to learn Apple programs if needed
- 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 FBI, PA Criminal Record Check, and PA Child Abuse Clearances
- Current CPR/First Aid Certification and Mandated Reporter Certification (or willing to complete upon hiring)

Responsibilities:

1. Collaborate with Executive Director to make prayerful decisions regarding leading programs and student/family supports.

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.

2. Understand and effectively communicate the important relationship of Project Purpose to churches throughout the greater-Pottstown area by personal contact with individual congregations. Working with other staff, speak at churches to recruit volunteers and supporters.
3. Co-lead the youth and adult volunteers of Project Purpose by supporting them through on-going prayer, educational/mentoring trainings, and personal relationships.
4. Alongside Director of Education, co-lead Project Purpose's Homework Help Program. Create an environment that students desire to be a part of, putting the needs of students and families first. Build Christ-centered relationships with students, overseeing educational, spiritual, and behavioral needs as they arise.
5. Co-lead Project Purpose's Summer Programs.
6. Work with other staff to assist with student and family benevolence needs. Assist with connecting families/volunteers to Camp Manatawny during the summer months.
7. Plan and oversee "Mentor Events" throughout the year to create opportunities for the students and volunteers to enjoy activities together outside of tutoring; each event is to include a meal for all attendees
8. Volunteer Thank You's
9. Prayer for the ministry and families of Project Purpose.

Time Commitment

- Average of 12-15 hours per week (office hours can be done at any time of day, except virtual staff meetings held twice monthly at a set time- attendance is mandatory)
- Attend tutoring sessions:
 - Sundays from 4:00-5:30 (during the school year, shared with other staff)
 - Wednesdays from 4:00-6:30 (during the school year)
 - Thursdays from 4:00-6:00 (during the school year)
- Attend 1 Summer Garden night/week
- Attend 1 additional summer program each week- varies between STEAM and Theater Club

Benefits

- Thanksgiving, Christmas and Easter breaks off (paid)
- Two weeks paid vacation annually
- All major holidays off
- Flexible office hours that may be completed at home or on-site

Clearances

Must be able to submit new (less than 1 year old) PA State Background Check, PA State Child Abuse check, FBI Fingerprinting

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