

<b>Job Title</b>	After School Program Coordinator
<b>Employer/ Agency</b>	St. Paul's United Methodist Church
<b>Job Description</b>	<p>The After School program at St. Paul's has been a vital part of the church's ministry for many years. It currently seeks to provide spiritual and academic support as well as a safe and nurturing environment for MacGregor Elementary students. We are particularly focused on supporting a bilingual community. It is a holistic model seeking to develop the mind, body, and spirit of each child. The program meets Monday-Friday throughout the school year, as well as for 4 weeks during the summer. We are seeking a loving, innovative, forward-thinking leader.</p> <p>The Program Coordinator will develop a vision that is compatible with the mission of St. Paul's UMC, set goals, and plan activities. The Coordinator oversees and communicates the daily activities and with staff, volunteers, students, and their families.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> <li>1. Provide care and nurture of children enrolled in our program.</li> <li>2. Work with the Advisory Council to:             <ol style="list-style-type: none"> <li>a. develop and implement an overall vision for the program.</li> <li>b. engage, train and supervise volunteers</li> <li>c. promote the program within MacGregor Elementary School and the church.</li> <li>d. prepare, submit and implement the annual budget</li> <li>e. develop curriculum</li> </ol> </li> <li>3. Oversee the daily activities and logistics for the 26 students enrolled in our program.</li> <li>4. Manage, communicate and provide training to program staff.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree</li> <li>2. Experience working with children</li> <li>3. Fluency in Spanish</li> <li>4. Leadership and managerial experience preferred</li> <li>5. Embrace and affirm cultural diversity</li> </ol>
<b>Salary/Hours</b>	<p>Hours: 2:00-6:00 M-F</p> <p>Salary commensurate with experience.</p>
<b>Employer/Agency</b>	St. Paul's United Methodist Church

<b>Address</b>	5501 Main. St.
<b>City, State, Zip</b>	Houston, Texas 77004
<b>Contact Person</b>	Amy Taylor
<b>Contact Title</b>	Director of Missions
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<b>Email Address</b>	<a href="mailto:ataylor@stpaulshouston.org">ataylor@stpaulshouston.org</a>
<b>Application Method</b>	To apply for this position, send your resume and cover letter to Amy Taylor at <a href="mailto:ataylor@stpaulshouston.org">ataylor@stpaulshouston.org</a>
<b>Opening Date</b>	4/4/17

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