**Scope of Position:** The School Community Coordinator is responsible for creating a learning environment that supports increased student academic success at School 82. This entails working in concert with the principal and a school-community team at School 82, as well as the Shepherd Enrichment Team.

**This ministry position and its department, help break the cycle of poverty on the Near Eastside of Indianapolis by:** Engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Position Details:**

* **Ministry Area:** *Enrichment*
* **Reports to:** *Director of Enrichment*
* **Supervising:** Staff, *Interns, Fellows, Volunteers.*
* **FLSA Status:** *Full Time*
* **Location:** *4107 E Washington St/4700 English Ave*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 40 hours/week

* School year: Monday-Friday, 10:30 AM- 6:30 PM
* Summer Schedule: Monday-Friday, 8 AM – 4 PM, can vary
* Some weekends

**Essential Duties and Responsibilities:**

* Develop an enriching and engaging after school program focused on providing creative, unique, and educational clubs, opportunities, and tutoring. Support program implementation and ensure completion of the administrative tasks
* Coordinate with school leadership to provide integrated opportunities for enrichment throughout the school day and support the life of the school.
* Connect with parents of students and support their growth by connecting them back to Shepherd wrap-around services.
* Develop collaborative partnerships with volunteers and service providers, coordinate use of school space, schedules, and payments (if applicable)
* Coordinate with Shepherd’s volunteer department to communicate all open volunteer opportunities and volunteer schedules.
* Serve as a liaison to the community and attend the internal external meetings as needed
* Oversee the Before School team and support their program implementation
* Ensure all programs adhere to Shepherd policies and procedures
* Oversee all budgets related to School #82
* Assist in creating an enriching and educational summer elementary program and oversee its daily operation

**Qualifications**

**Required Qualifications**

* Strong leadership and strategic planning skills, creative problem solving
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to coordinate, communicates, and balance multiple different partners
* Willingness to actively engage with neighbors, students, and faculty and build relationships with them
* Patience working with children, youth, young adults, and adults
* Experience working with inner city children and families, and in program coordination (at least 4 years experience in this setting preferred)
* Trustworthy, dependable, and ability to keep neighbors and corporate matters confidential
* Training: Ministry Safe, Civil Rights (Shepherd will provide)
* Certifications: First Aid, CPR, Mental Health First Aid (Shepherd will provide)

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Ability to drive vehicles (License Required)
* Proficient in computer resources and standard office equipment
* Bachelor’s Degree

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.