**Scope of Position:** The Before School Coordinator is responsible for planning and overseeing before school opportunities at Howe Middle School.

**This ministry position and its department help to break the cycle of poverty on the near Eastside of Indianapolis by:**

**Position Details:**

* **Ministry Area:** *E2E*
* **Reports to:** *Director of Enrichment*
* **Supervising:** *Interns, Volunteers*
* **FLSA Status:** *Part-Time, Hourly, Nonexempt*
* **Location:** *4107 E Washington St*
* **Remote Option?** No
* **Start date:** *Immediate*

**Position Schedule:** 20 hours/week

* Monday-Friday, 5:45 am – 9:45 am
* Potential summer hours, could vary

**Essential Duties and Responsibilities:**

* Plan and implement programming for students before the start of school
* Support student academic success
* Create enriching activities and opportunities for students
* Cultivate relationships with parents and students
* Provide student mentoring
* As needed, coordinate with school administration and staff to ensure a strong partnership
* Ensure students get to and from transportation

**Qualifications**

**Required Qualifications**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to communicate with parents and co-workers about student needs
* Ability to drive vehicles (License Required)
* Solid administrative skills

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish (preferred)
* Experience working with youth
* Experience leading planning and implementing programs

**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.