

Part-time Program Staff

Reports to: Pathways Mentor Coordinator and Site Director

Job Summary: Consistent with Streets Ministries' mission and under the joint direction of the Site Director and the Pathways Mentor Coordinator, the Part-time Program Staff will assist the Pathways Mentor Coordinator in developing, implementing, and supervising the programs of the education department to ensure that strategic goals are met. Our objective is to provide positive mentoring relationships, academic assistance, and life skills development to prepare members for a successful post-secondary transition. The staff member will also be responsible for implementing activities of the recreation department, fostering positive and encouraging relationships with participants and guests, and maintaining a friendly and safe environment. Position is paid at \$15/hour, working 5 days per week, Monday-Friday afternoons, with occasional evening and weekend shifts.

Summary of essential job functions for Pathways

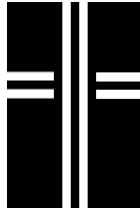
- Assist the Pathways Mentor Coordinator in:
 - Managing educational programs including Pathways Mentorship program, educational programming (tutoring, book clubs, etc.), college tours, and summer camp
 - Facilitating, monitoring, and supporting mentor/mentee relationships
 - Planning cultural, academic, and community service opportunities off site to increase student exposure
 - Planning and leading mentor appreciation events, celebrations, and bonding events for mentors/mentees
 - Creating and maintaining Pathways annual budget
- Other duties include:
 - Be a friendly, available, and attentive face for both mentors/mentees
 - Attend local school events and lunches
 - Communicate with parents frequently to thank them, encourage them, and remind them of upcoming events for Pathways participants
 - Communicate with students building-wide about the opportunity to be a part of the Pathways program and other programs STREETS offers
 - Facilitate diagnostic exams and weekly tutoring to monitor student academic growth
 - Perform additional duties as required

Summary of essential job functions for Recreation:

- Interact with members during recreation time positively
- Observe and help maintain approved behavior by members and guests in designated spaces
- Encourage members to participate in any of the many activities
- Wear appropriate clothing and name badge to be recognizable to members and guests
- Promote the mission at all times
- Help set up and participate in block parties, bible studies, and other events as requested
- Set up for daily operations
- Complete cleaning detail at the end of the day

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- Check-in participants and guests and answer the phone
- Complete additional duties as required

Minimum Requirements

- Must be authorized to work in the United States and pass a background check.
- Must possess passion for the mission of STREETS Ministries
- Maintain the highest moral integrity in personal and professional life
- Agree to STREETS Ministries' Statement of Faith
- Work the required schedule, currently Monday-Friday 1:30pm-6:30pm, 25 hours per week
- Must legally reside in the United States and pass background check

Abilities Required

- Ability to communicate effectively
- Must possess strong organizational skills
- Ability to work independently and as part of a team
- Flexibility in scheduling with occasional evening or weekend work
- Must be able to stand for 4 hours
- Position may require occasionally lifting objects 10 to 25 lbs.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

All duties are to be performed within the safety protocols established by STREETS to prevent the spread of COVID-19. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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