

## **ELEMENTARY COORDINATOR**

**Type of Position:** salaried. This position will normally require 25 hours per week September-April; 40 hours per week May-August. However, for 2009 only, it will be 40 hours per week January-August and 25 hours per week September-December.

**Reports to:** Director of Youth Development

### **QUALIFICATIONS**

**Personal Qualifications:** The Coordinator must demonstrate a faithful commitment to following Jesus Christ. He/she must be willing to serve on a team and to affirm the vision, purpose and goals of The Pittsburgh Project.

**Education:** The Coordinator should hold a bachelor's degree in education or a related field.

**Experience:** The Coordinator must have a minimum of three years of experience in working with youth and families in an educational setting.

**Skills:** The Coordinator must have excellent interpersonal skills. This person should demonstrate a high degree of initiative and creativity and must possess strong written and oral communication skills, organizational and problem solving skills. The Coordinator must be able to collaborate with parents, schools and social service agencies. The Coordinator must have strong classroom management and conflict mediation skills. The Coordinator must be able to resource curriculum and educational materials or be able to create learning materials relevant for elementary children. The Coordinator must be able to teach elementary students in small group and large group settings.

### **NATURE AND SCOPE OF THE POSITION**

#### **B.A.S.I.C. CAMP**

1. Program design and evaluation
  - a. Have oversight for the B.A.S.I.C. Camp program design to ensure that it's meeting The Pittsburgh Project's purpose statement, the long-term outcomes of The Pittsburgh Project's Youth Development programs and incorporating best practices from the field of youth development
  - b. Design benchmarks for the B.A.S.I.C. Camp to achieve the long-term youth development outcomes
  - c. Develop and implement a current logic model for the B.A.S.I.C. Camp
  - d. Evaluate the B.A.S.I.C. Camp program at the end of the summer
  - e. Ensure that B.A.S.I.C. Camp staff maintains accurate and current records relating to program evaluation, including attendance information
  - f. Provide information as needed to the Development department to assist with funding proposals and reports
  - g. Select curricula for the B.A.S.I.C. Camp
2. Program activities
  - a. Provide supervision for B.A.S.I.C. Camp students
  - b. Problem solve situations that arise with B.A.S.I.C. Camp students
  - c. Recruit and assist in registering students for B.A.S.I.C. Camp
  - d. Build relationships with B.A.S.I.C. Camp students that model integrity, discipline, and encouragement
  - e. Organize special events and field trips for B.A.S.I.C. Camp students, including a sleepaway camp, if the budget allows
  - f. Organize service projects for B.A.S.I.C. Camp students
  - g. Provide B.A.S.I.C. Camp students with practical strategies for managing their behavior appropriately and determine consequences for inappropriate behavior
  - h. Mediate conflicts between B.A.S.I.C. Camp students and assist B.A.S.I.C. Camp students in problem solving situations and in being responsible for their behavior
3. Program administration
  - a. Communicate regularly with the parents of B.A.S.I.C. Camp students about program expectations and any issues that arise with B.A.S.I.C. Camp students
  - b. Collect attendance information on all B.A.S.I.C. Camp students that meets county guidelines
  - c. Have oversight for the B.A.S.I.C. Camp budget and ensure that the program does not exceed the budget

November 2008

- d. Have oversight for the physical space needs, materials and supplies needed for the B.A.S.I.C. Camp
  - e. Complete paperwork (incident reports, attendance sheets, etc.) in a timely fashion
  - f. Assist in collecting information related to the B.A.S.I.C. Camp benchmarks
4. Supervision
- a. Recruit, hire, train and supervise a B.A.S.I.C. Camp Assistant
  - b. Recruit, hire, train and supervise the B.A.S.I.C. Camp teachers
  - c. Meet weekly with B.A.S.I.C. Camp teachers and delegate responsibilities to them
  - d. Ensure that teachers and volunteers promote program objectives, maintain professionalism and create a safe learning environment for youth
  - e. Assist staff and volunteers in problem solving issues related to the B.A.S.I.C. Camp
  - f. Encourage and support the B.A.S.I.C. Camp staff to reach the B.A.S.I.C. Camp benchmarks

### **B.A.S.I.C. ACADEMY**

1. Program activities
- a. Provide supervision for the B.A.S.I.C. Academy when the Elementary Coordinator (Karen Shumaker) is unable to be present during B.A.S.I.C. Academy program time
  - b. Serve as a substitute teacher when needed for the B.A.S.I.C. Academy
  - c. Build relationships with B.A.S.I.C. Academy students that model integrity, discipline, and encouragement
  - d. Attend special events with B.A.S.I.C. Academy students
  - e. Assist the Elementary Coordinator (Karen Shumaker) with program activities, staff supervision and/or student supervision as needed
2. School liaison
- a. Establish a contact person at each of the following schools: Pittsburgh Allegheny Elementary, Pittsburgh Northview ALA and Pittsburgh King Elementary ALA
  - b. Visit each of the above schools at least once a month to collect information about special events at the schools, to distribute information to the schools about The Pittsburgh Project or to collect information about students enrolled in the B.A.S.I.C. Academy
  - c. Attend parent/teacher conferences for B.A.S.I.C. Academy participants during the Pittsburgh Public Schools Open House day
3. Interim Elementary Coordinator for B.A.S.I.C. Academy. These responsibilities will occur only between January and May 2009, while the other Elementary Coordinator, Karen Shumaker, is on maternity leave.
- a. Supervise the B.A.S.I.C. Academy teachers
  - b. Meet bi-monthly with B.A.S.I.C. Academy teachers and the Instructors
  - c. Ensure that teachers and volunteers promote program objectives, maintain professionalism and create a safe learning environment for youth
  - d. Assist staff and tutors in problem solving issues related to the B.A.S.I.C. Academy
  - e. Provide supervision for B.A.S.I.C. Academy students
  - f. Problem solve situations that arise with B.A.S.I.C. Academy students
  - g. Provide B.A.S.I.C. Academy students with practical strategies for managing their behavior appropriately and determine consequences for inappropriate behavior
  - h. Mediate conflicts between B.A.S.I.C. Academy students and assist B.A.S.I.C. Academy students in problem solving situations and in being responsible for their behavior
  - i. Organize special events and field trips for B.A.S.I.C. Academy students
  - j. Organize service projects for B.A.S.I.C. Academy students
  - k. Encourage and support the B.A.S.I.C. Academy staff to reach the B.A.S.I.C. Academy benchmarks
  - l. Assist in collecting information related to the B.A.S.I.C. Academy benchmarks
  - m. Complete a program evaluation for B.A.S.I.C. Academy in May 2009
  - n. Work with the Parent Engagement Coordinator to maintain accurate and current records relating to program evaluation, including attendance information and student report cards
  - o. Collect attendance and snack information on all B.A.S.I.C. Academy participants that meets county guidelines

November 2008

**ORGANIZATIONAL RESPONSIBILITIES**

1. Carry out additional responsibilities as determined by the Director of Youth Development
2. Work with other members of the Youth Development staff to ensure that there is good communication and collaboration between programs
3. Remain up-to-date on current issues and practices in youth development by attending appropriate seminars, conferences and other training as necessary
4. Maintain healthy working relationships with other staff members of The Pittsburgh Project
5. Attend and participate in weekly staff meetings and regular department meetings as well as attend staff retreats and training events
6. Serve the Board as called upon and abide by the policies as outlined in the handbook

The Pittsburgh Project – Position Application  
Elementary Coordinator

---

First Name	Middle Name	Last Name
------------	-------------	-----------

---

Permanent Street Address	Home Phone
--------------------------	------------

---

City	State	Zip
------	-------	-----

---

1. Please list three professional references. They can be former employers, colleagues, mentors, professors, or other nonrelated contacts.

---

Reference #1	Phone	Email
--------------	-------	-------

---

Reference #2	Phone	Email
--------------	-------	-------

---

Reference #3	Phone	Email
--------------	-------	-------

---

2. Please list present and/or recent work experience:

---

Employer	Supervisor's Name, Position and Phone	Dates of Employment
----------	---------------------------------------	---------------------

---

Employer	Supervisor's Name, Position and Phone	Dates of Employment
----------	---------------------------------------	---------------------

---

3. Please write or type answers to the following questions and submit them on a separate sheet. Five to eight sentences should be an approximate range for each answer.

- What interests you in this position? What are some gifts and skills you would bring to the job?
- Please describe your relationship with God, and tell about your faith.
- Please describe your leadership style.
- Please describe three qualities that you think are important for a staff person who works with elementary aged students.
- What are two purposes of a summer day camp for elementary aged students who live in the city?

4. Please enclose a cover letter and a resume.

5. Have you ever been convicted of a felony? If yes, please explain. Such a conviction may be relevant if job-related, but does not necessarily bar you from employment.

I hereby attest that the information in this application is true. I also give The Pittsburgh Project staff permission to contact the references listed.

---

Signature	Date
-----------	------

Return to: Karen Dreyer, Director of Youth Development  
The Pittsburgh Project 2801 North Charles Street Pittsburgh, PA 15214-3110  
Telephone: 412-321-1678 Facsimile: 412-321-3813  
Email: [kdreyer@pittsburghproject.org](mailto:kdreyer@pittsburghproject.org) URL: [www.pittsburghproject.org](http://www.pittsburghproject.org)