

Position: Elementary Education Coordinator

Reports to: Site Director

Job Summary: The purpose of the Elementary Coordinator is to coordinate and manage all programs and activities that directly relate to the elementary schools in the neighborhood and elementary-age children at Streets Ministries. The objective is to help increase 2nd and 3rd graders' literacy skills using a combination of appropriate reading-level books and curricula. This is a full-time position working 40 hours per week.

Summary of essential job functions

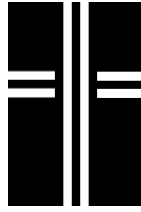
- Coordinate Streets Smart, summer programming, and all other elementary programs.
- Research and provide resources needed to achieve elementary programming goals.
- At the Site Director's discretion, participate in open recreation time: positively interact with middle and high school students, maintain appropriate behavior of students, and encourage them to participate in program activities.
- Recruit, train, and match volunteers with students for tutoring; represent STREETS at recruitment events.
- Recruit, interview, and train interns; contact local high schools and colleges for candidates.
- Ensure all elementary staff and volunteers complete the required training and orientation.
- Facilitate, monitor, and support volunteer/student reading times.
- Ensure materials are ready and devices are charged prior to program start time.
- Plan and host Block Party events twice per month with elementary students.
- Continually recruit, screen, and evaluate children in the various programs; be alert for students not achieving academic growth and research and provide other tools for improved reading fluency.
- Build positive relationships in the affiliated schools and communities, including but not limited to participation in: school lunches, extra-curricular activities, the classroom, and sporting events.
- Exhibit a hands-on approach to each child's scholastic development.
- Weekly, create and maintain updated records on each elementary program and each child's program participation and progress; report data in the Salesforce database and present monthly programming data updates.
- Work closely with the volunteer coordinator regarding new volunteers.
- Be a friendly, available, and attentive face for both volunteers and students.
- Communicate with parents frequently to encourage them and remind them of upcoming events.
- Create and maintain the Elementary annual budget.
- Perform additional duties as requested.

Skills and Qualifications

- College degree preferred.
- Background in Elementary Education, tutoring, or similar after-school program preferred.
- Must possess passion for the mission of STREETS Ministries.
- Maintain the highest moral standards in personal and professional life.
- Agree to Streets Ministries' Statement of Faith.
- Must legally reside in the United States and pass a background check.

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- Ability to communicate competently with the staff and community while conveying the purpose and mission of the ministry.
- Capable of building collaborative relationships with others to gain support of the elementary program.
- Eagerness to perform contact work in the neighborhood.
- Must possess strong organizational and planning skills.
- Ability to work independently and as part of a team.
- Flexibility in scheduling with occasional evening or weekend work.
- Position may require occasionally lifting objects of 10 to 25 lbs.

Environmental and Working Conditions

- Both office-oriented work and involvement with youth recreation programs.
- School campus during school lunch, special programs, and projects.
- Travel requirements: local events as needed.

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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