



PARKER COUNTY CENTER OF HOPE

Job Description Springtown Area Assistant Coordinator

Reports to: Springtown Area Coordinator

Job summary: The Springtown Area Assistant Coordinator works with Center of Hope staff and volunteers to create and facilitate programs to address poverty alleviation and mental health needs for the residents of the Springtown area. This position requires regular contact and coordination of work with supervisors and other employees, in-person interaction with colleagues, volunteers, participants, supporters, and donors, as well as immediate access to documents, resources, and other information located at Center of Hope locations in Springtown and Weatherford. The primary worksite for this position is the Springtown, TX area.

Essential Functions:

- Facilitates and/or provides program services, including instruction for Jobs for Life, STEPS, and other ECD classes as needed, for individuals residing in the Springtown area
- Reviews curriculum for the classes before each session; prepares materials and recruits participants
- Assists in maintaining all class registration, attendance, and performance record
- Works with other Center of Hope staff and volunteers to implement systems for a Food Pantry, Client Advisors and Life Coaches for the Springtown service area
- Picks up food and supplies for kitchen and meals on-site, as needed
- Assures completion of pre- and post-participation evaluation measurements as required by grant funder(s) and/or Center of Hope
- Completes statistical data and reports, including data input in ETO, as required by the Director of Operations, to monitor and evaluate program activities and participant outcomes as required by the Springtown Area Coordinator
- Attends and participates in departmental and Center of Hope meetings and professional development activities as directed
- Participates in all meetings required by program funders
- Other responsibilities, as requested by Springtown Area Coordinator, the Director of Operations, and/or the CEO

Qualifications:

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the US
- High school diploma or equivalent; associate degree or higher preferred
- Experience in education and/or social services preferred
- Experience working with community volunteers; able to network in the community to recruit and train volunteers from local churches, businesses and community groups
- Effective written and verbal communication skills
- Able to work well with adult participants with diverse socio-economic, ethnic, and educational backgrounds
- Capable of coordinating volunteers and participants to work together to accomplish meaningful goals

- Proficient in computer literacy; Microsoft Office Suite preferred

Work week expectation:

- This is a Part-time, non-exempt position of approximately 25 hours per week.
- The work week is Monday-Thursday; although primary working hours are during the day, on occasion, some evening and/or weekend work will be required to complete tasks.
- Time spent representing Center of Hope or conducting other center business away from the main buildings shall be included in the hours of work listed.

Physical requirements of this position:

- Prolonged standing and walking, as well as sitting at a desk and using a computer
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to routinely lift and move boxes, bags, and donated items weighing 10-15 pounds and occasionally heavier items up to 25-30 pounds as needed; must follow policies and procedures to receive, move, and distribute heavier items using appropriate equipment and designated safety protocols
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

CORE VALUES

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

Employee Signature

Date

Supervisor Signature

Date