



www.getrealinc.org



Program Coordinator (Part Time)

Program Coordinator 10 hours a week @ \$18/hour

The primary responsibility of this position is to develop, implement, oversee and evaluate year-round opportunities that encourage, equip and empower girls to Get REAL in Christ through structured programs, mentoring relationships, and activities.

General Responsibilities

Program Management Tasks:

- Direct and oversee overall direction and health of all programming aspects
 - (Groups, Events, week-long Summer Camp, etc. – see additional information below)
- REAL Girls Groups
 - Create lessons and assist with resources for programming
 - Conduct volunteer mentor training; oversee and provide encouragement to mentors
 - Ensure programming and small groups are following protocol
 - Develop appropriate relationships with students/participants, parents, and volunteers

Resource Development and Management: As needed

- Write devotionals and other resources for the organization to share

Primary Volunteer and Community Relations Tasks:

- Conduct quarterly mentor meetings to train, encourage, equip and empower leaders
- Lead semi-annual one on one meetings with mentors regarding groups plan, success and evaluation
- Engage parents and students on social media and represent the organization in the community
- Provide monthly communications with REAL Girls Group leaders

- Lead mentoring group gatherings per school year:
 - Lil Sis meet 1-2x per semester (the older Get REAL girls lead and support)
 - 5th - 6th meet 2x a month
 - 7th -12th meet 3x a month

WORK ENVIRONMENT/PHYSICAL DEMANDS The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions. Must be able to perform tasks involving sitting and physical activity such as lifting up to 15 pounds, carrying up to 15 pounds, reaching overhead, reaching low, kneeling, climbing, crouching, pushing up to 15 pounds, bending, stooping, and standing.

Please send any questions or your resume to board@getrealinc.org.