



the canby center
el centro de canby



In God's love, we renew dignity and inspire learning for youth and families.

The Canby Center is a unique organization making an extraordinary difference in the Canby Community. We believe that every person is important to God and society. We support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.



Elementary Program Coordinator Job Description

Position Title: Elementary Program Coordinator
Reports To: Director of Programs
Classification: 30 - 40 hours Weekly, Flexible
Compensation: \$25-27 an hour DOE

TO APPLY: Submit a cover letter and resume to employment@thecanbycenter.org. Resumes received without a cover letter will not be considered.

Summary: The Elementary Program Coordinator plans, implements and oversees the operational success of elementary age programs offered by The Canby Center (TCC) in partnership with the Canby School District. The ideal candidate will be responsible and focused, with outstanding organizational skills, a professional communicator with a high level of effectiveness in serving elementary youth and families.

Leadership: (50%)

- Oversee day-to-day operations of TCC Summer Camp, Backpack Buddies and Reading Mentor programs
- Maintain a high level of TCC mission/vision alignment in elementary programs
- Cultivate strong relationships with the Canby School District, school leaders and relevant partner agencies
- Lead volunteers and staff in program adaptations to enhance effectiveness and program integrity at program sites
- Recruit, screen, train and manage volunteer teams in program delivery
- Spearhead hiring, training and management of seasonal summer staff

Program Management: (25%)

- Work closely with Program Team to identify new opportunities and growth trends
- Identify and implement methods for measuring progress towards program goals
- Oversee seasonal program launches and celebrations
- Gather and report feedback (surveys, etc.) from key stakeholders to assist with evaluation, goal setting and development endeavors
- Oversee the acquisition and management of program resources
- Ensure program materials are offered in Spanish translations and resources reflect the cultural diversity of those served

Program Promotions: (25%)

- Responsible for the creation and execution of program marketing materials and strategies in partnership with TCC Program Staff

- Maintain a high level of communication with program participants, volunteers, district contacts and staff
- Champion TCC program offerings to program participants and staff.
- Participate in TCC events as called upon (fundraising, volunteer appreciation etc)

Qualifications:

- Bachelor's degree preferred
- Bilingual (English & Spanish) is a plus
- At least 3 years experience in an elementary educational setting preferred
- At least 2 years experience with management of volunteers a plus
- Strong public and interpersonal speaking skills
- Work well with a diverse group of people
- Motivated, organized, trustworthy and a creative problem solver
- Some database experience a plus
- Access to a vehicle and possession of a valid driver's license

Work Environment:

- Traditional workweek with some evening/weekend events
- Local travel is required. The workspace may be a combination of Canby School District, TCC, and/or at home.
- Must be able to lift 40 pounds.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a Christian faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at TCC contain the following statements relating to requested personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with TCC's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in an Evangelical church

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