

## **POSITION DESCRIPTION**

**JOB TITLE:** *Assistant Program Coordinator for Children, Junior Youth and Youth Programs (CJY&YP) (Summer position)*      **DATE:** *January 2017*

**DEPARTMENT:** *Bosch, Green Acre, or Louhelen Bahá'í School*      **LOCATION:** *Santa Cruz CA; Eliot ME; Davis MI*

**REPORTS TO:** *Program Coordinator*

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**POSITION SUMMARY:** The Assistant Program Coordinator for Children, Junior Youth and Youth Programs (CJY&YP) is responsible for recruiting, preparing, orienting, and supporting teachers for children's, junior youth and youth classes during sessions.

**KEY JOB RESPONSIBILITIES:** *include the following. Other duties may be assigned.*

1. Recruit and keep a file of eligible teachers, ensuring that such lists are cleared through Community Administration on a regular basis.
2. Conduct a teacher orientation prior to the beginning of all programs where CJY&YP classes are involved and hold teacher gatherings regularly during each program.
3. Observe all ongoing classes, evaluating the instruction and assisting where necessary.
4. Maintain and uphold all policies, i.e., dress standards, attendance at class, etc.
5. Coordinate all children's, junior youth and youth class activities.
6. Organize service projects as needed, in consultation with department heads, for children attending sessions.
7. With the Program Coordinator, plan and coordinate children, junior youth and youth participation in the devotional programs of the session.
8. Work with the Program Coordinator to organize and plan for use of all A/V equipment in connection with instruction. Maintain an inventory of CJY&YP educational supplies.
9. Recommend changes necessary for future program improvements to the Program Coordinator.
10. Provides lesson plans for teachers and monitors and evaluates the learning process and classroom management.
11. Prepare written reports as directed.

**SKILLS & QUALIFICATIONS REQUIRED:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Training and experience teaching Bahá'í children's classes.
2. Strong organizational, group facilitation and problem solving skills.

3. An in-depth understanding of the Bahá'í teachings and principles and the ability to apply spiritual principles to the responsibilities of the position.
4. Demonstrate behavior which meets Bahá'í standards and serves as a model to the guests and staff.
5. Enthusiasm, flexibility, sensitivity, high energy level, patience, sense of humor.