



Job Description - Enrichment Coordinator

Organization Type: Non-Profit, Faith-Based

Position Type: Part Time; Hourly

Direct Report: Development & Volunteer Coordinator

Department: Outreach

Location: Greater Roanoke Valley Area, not remote

Hours: Hourly, up to 16 hours weekly

Benefits: No benefits are offered at this time

Travel Requirements: Moderate around the Roanoke Valley

Driving Requirements: Must have access to reliable transportation; satisfactory driving record necessary

Education and Experience: Possess a high school diploma, GED, or equivalent with 6 months of relevant work experience; Bachelor's degree highly preferred

Job Responsibilities

The duties of this position include but are not limited to the following:

Lampstand Events:

- Coordinate participant celebrations-program completion, birthdays, graduations, and holidays, etc.
- Assist in coordinating organizational fundraising events
- Coordinate with donors and volunteers for collecting donations and holiday gift giving drives
- Enter daily events in daily log, as needed

Lampstand Logistics:

- Coordinate seasonal decorations of The Lampstand
- Coordinate with staff in sending notes of gratitude to donors & volunteers
- Monitor & distribute graduation and birthday gifts to participants
- Monitor, distribute, and log in-kind donations
- Collect data and complete monthly & quarterly reports sent to HR Manager

Enrichment Opportunity:

- Research new ideas and strategies to assist participant personal growth

- Partner with the Lampstand staff in establishing an environment that promotes health & wellness
- Offer enrichment opportunities to participants weekly

Program Structure:

- Attend administrative planning meeting
- Attend staff meetings
- Submit applicable monthly reports

Develop And Model Healthy Living for Volunteers & Staff:

- Maintain an active and growing relationship with Jesus
- Speak the truth in love
- Lead by example in modeling a healthy lifestyle in body, soul, and spirit
- Develop intentional connections with the program participants and staff members
- Represent the Lampstand in a positive and professional way to the general public
- Provide direction and encouragement to volunteers
- Maintain a flexible & positive attitude
- Use time on shift to engage with participants and develop intentional relationships
- Cultivate an atmosphere of mutual respect through words and behaviors
- Lead by example in modeling a healthy lifestyle in the body, soul and spirit
- Provide direction and encouragement to program participants
- Practice and teach healthy boundaries to program participants
- Navigate interpersonal conflict by speaking the truth in love
- Provide support and crisis help as is necessary
- Maintain a teachable attitude

Other Qualifications:

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children
- Satisfactory preliminary criminal history background check determination and a satisfactory fingerprint records check

- determination as required by law
- Clean driving record is essential to fulfilling the job responsibilities
 - Documentation from a licensed physician or other licensed healthcare professional of a health screening examination within thirty (30) days of hiring sufficient in scope to identify conditions that may place residents at risk of infection, injury or improper care
 - Previous experience in non-profit work preferred
 - Competency in computer skills required including word processing and excel
 - Must be 21 years of age or older

Skills:

- Understand and demonstrate a willingness to engage in the core values of the Lampstand and guiding principles for the program
- Represent the Lampstand and Straight Street in a positive way at social activities and events
- Abide by organization policies and procedures
- Display high organization and time management skills
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicates with others

Character Requirements:

- Reliable
- Self-motivated
- Flexible
- Team-Oriented
- Personable
- Professional

Physical Requirements:

- Ability to drive company vehicle as needed