

## **Limitless Program Coordinator**

The Program Coordinator leads implementation of the programs and builds relationships with volunteers to connect them to students in each area of the Limitless Programs. The Program Coordinator's responsibilities includes assisting in leading students and volunteers in their participation in the Limitless Retreat, Limitless Groups, and Limitless Mentoring programs and reports directly to the Limitless Program Manager. You will get to work with a team that is passionate about preparing students for the future God has for them.

*This position is part-time (20 hours/week) based in Coosa County with a combination of in office, remote, and on-site work required. Most responsibilities will be done at program sites in Coosa County but in-office work and staff meeting attendance will be required for team collaboration on occasion. Opportunities to progress to a full-time position will be made available as the program needs progress.*

*\*Anticipated start day is between late Jan 2026 and mid Feb 2026*

### **Administration**

- Work with fun, engaging team to prepare students for life after high school in the areas of faith, education, and relationships
- Monitor, report, and track program participation of students and volunteers to Program Manager
- Ensure necessary materials for each session are printed, picked up and/or prepared prior to session date

### **Program Coordination for Limitless Groups and Limitless Mentoring**

- Teach career development and mentorship lessons
- Lead sessions with engagement, accuracy, and passion for student's development
- Oversee implementation of program-specific events before, during, or after schools with support from ETC staff and volunteers
- Foster relationships and communicate with teacher sponsors and administrators who assist with in-school programs

- Communicate program effectiveness and feedback to ETC staff and suggest improvements
- Build relationships with school, students, parents, and other stakeholders by attending school and community events
- Capture photos of sessions and share with ETC staff for promotional purposes
- Administer necessary surveys, attendance, and other forms needed for appropriate documentation of session
- Foster relationships with the community through attendance at community/school events to promote ETC and build relationships with students and administrators

### **Leadership**

- Monitor the effectiveness of Volunteers.
- Communicate wins and concerns to ETC staff regularly
- Connect with volunteers prior to each session in which they will serve and provide with prayer & meeting logistics to ensure preparation
- Ensure Limitless programs are being led & executed consisting with the values of ETC and the direction provided by ETC staff
- Attend weekly staff meetings virtually or in-person (based on agreement with supervisor) with team to provide updates on programs
- Assist in evaluation of programs by providing insight of curriculum, policy, and procedure recommendations to improve program administration
- Assist in improvements needed for each program as necessary
- Assist in leading committees that work to improve curriculum, program systems and administration
- Assist in general program and retreat preparation/promotion

### **Educational Requirements and Preferences:**

- 2-3 of more years of experience in middle school or high programming
- Experience in navigating fostering relationships with rural communities & volunteers to connect them to a mission
- Experience in planning events and connecting with team members to achieve a desired outcome
- Experience with navigating school scheduling and working with school administrators

## **Attributes**

- Advanced oral and written communication skills
- Team player
- Advanced organizational, leadership, and technological skills
- Passionate about leading others to a deeper understanding of the importance of faith, education, and relationships
- Engaging personality to motivate & foster connection with students, clients, schools, volunteers, and community stakeholders
- Demonstrate an initiative that seeks professional, spiritual, personal, and emotional growth alongside an excited team

## **Acknowledgement**

I understand that my title is Limitless Program Coordinator with the following designation: non-exempt/hourly

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_