

Tuscarawas County Council for Church and Community
1458 Fifth Street NW
New Philadelphia, OH 44662
330-343-6012

T4C is a faith-based, non-profit 501(c)3 organization

Job Title: Youth Booster Coordinator
Supervisor: Executive Director
Job Summary: Collaborates with parent, child, school personnel and adult mentors to help students reach personal goals
Salary Range: \$14/hour
Work Schedule: 8-12 hours/week

Skills Needed (but not limited to):

- Professional verbal and written communication skills with all ages
- Compassion for children
- Ability to show patience and courtesy when working with people of all ages
- Working knowledge of educational system
- Highly organized
- Strong leadership capabilities
- High degree of confidentiality
- Proficient at public speaking and able to easily build rapport with children and adults
- PC skills in Word, Excel, Outlook, Publisher

Key Responsibilities Include (but are not limited to):

- Recruiting and training Boosters
- Placing child with appropriate Booster
- Planning and attending monthly Booster/child group activities
- Contacting teachers, counselors and families monthly
- Preparing and submitting monthly reports to the schools, Booster Board, donors and Executive Director
- Making presentations about Youth Boosters to area civic, social groups and churches
- Facilitating monthly Youth Booster Board meetings during the school year
- Completing monthly wage and activity fee expense reports

Requirements:

- Experience working with children and adults
- Bachelor's Degree preferred