

Good News Rescue Mission
Job Description

Position Title: Academic Center Coordinator
Ministry Department: Academic Center
Reports To: Director of Operations and Executive Director
FSLA Status: Non-Exempt
Status: Full Time

Description: The AC Coordinator oversees, coordinates, schedules and teaches the classes offered at the Mission for program participants; Works closely with the Manager of the New Life Recovery Program on the academic programmatic needs of the participants; Recruits and trains volunteers and tutors; Builds and maintains community relationships that promote the advancement of the Academic Center programs under direction of the Director of Operations.

Responsibilities:

1. AC Coordinator is present in the classroom during scheduled classes to teach and to assist volunteer and tutors.
2. Provide leadership, strategic direction and education oversight for the Academic Department.
3. Create, maintain, and coordinate approved curriculum as it relates to the academic and job readiness goals of the department.
4. Supervises, trains and recruits volunteer instructors and tutors.
5. Maintains student academic records.
6. Performs student skills and academic assessments.
7. Communicate with case managers and other Mission staff regarding the academic progress of students.
8. Assist the recovery program on re-entry panels by providing the program manager written academic observations as it relates to a student's academic behavior.
9. Provide assistance to help individuals overcome academic barriers and succeed in their academic, job readiness and employment goals.
10. Develop and maintain the Missions academic class schedule in cooperation with the Program Managers and Director of Operations.
11. Document student academic and employment progress in the Mission database system.
12. Schedule and meet one on one with individuals on a case by case basis.
13. Manage inventory of available and needed clothing for Job Readiness closet.
14. Provide a welcoming and compassionate environment which values each student.
15. Ensure Mission and Academic Center guidelines are followed by all students.
16. Submits annual budget for the Academic Department and makes accurate assumptions about short and long-term expenses.
17. Create and maintain community relationships that pertain to academic resources, success and employment for individuals utilizing the center
18. Maintains courteous, high quality customer service toward Mission staff, volunteers, and Mission students.
19. Perform other related duties as assigned by the Director of Operations and/or Executive Director.

MINIMUM JOB REQUIREMENTS:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions Statement of Christian Faith and be able to share that faith and knowledge with staff and clients.
- Bachelor degree, preferably to have a teaching credential and/or preferably 5 years' classroom experience in secondary education or higher.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to encourage individuals when needed.
- Skill in tracking success of education and employment attainment.
- Team player focused on the overall success of the organization.
- Ability to administer an educational program.
- Experience in developing course materials.
- Excellent organizational and coordinating skills.
- Ability to foster a productive, cooperative and energetic work environment.
- Ability to supervise and train volunteers that include organizing, prioritizing, and scheduling work assignments.
- Ability to manage volunteers and tutors in addition to accepting feedback when appropriate.
- Strong knowledge of computerized information systems used in the Academic Center.
- Flexibility to work with individuals who have learning difficulties
- Ability to work with and encourage students experiencing difficulty in learning basic life and educational skills.
- Skill in budget preparation and fiscal management.

WORKING CONDITIONS AND PHYSICAL EFFORT:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider.