



## **PROGRAM COORDINATOR GAITHERSBURG BELOVED COMMUNITY INITIATIVE (GBCI)**

### **ABOUT GBCI:**

GBCI is an intergenerational organization that strives to build relationships based on mutual caring, sharing, and learning between the residents of Asbury Methodist Village and individuals and organizations in the greater Gaithersburg community. GBCI forges these intergenerational relationships and community partnerships to promote social justice and build resilience in and improve the lives of children, youth, families, and older adults. We do this by:

- Mentoring and tutoring elementary, middle, and high school youth;
- Offering weekly conversation classes for adult English language learners;
- Supporting our neighbors in Gaithersburg in their efforts to create and maintain a safe and secure community;
- Engaging parents and children in an early literacy program.

### **POSITION SUMMARY:**

GBCI is seeking a creative, civic minded, collaborative leader to coordinate intergenerational programs that operate either on the Asbury Methodist Village campus or in Gaithersburg schools or other nearby venues. The program coordinator is a full-time position and is responsible for planning, coordinating, and implementing the programs in collaboration with the Program Leaders and the GBCI Director as well as recruiting and managing volunteers. GBCI is interested in someone who is a self-starter, flexible, and fully committed to GBCI's mission and vision of striving to build Beloved Community with children, families, and older adults in the greater Gaithersburg community.

### **DUTIES & RESPONSIBILITIES**

#### *Program Coordination (50%)*

- Plans, organizes, schedules, and facilitates mentoring and tutoring programs in collaboration with Program Leaders.
- Develops program curriculum that aligns with policies of GBCI and the schools and implements best practices from the fields of art, youth development and intergenerational programming.
- Works closely with schools, teachers, counselors, and other personnel involved in programs to cultivate strong working relationships, ensure effective delivery of programs, gain community support and solicit input to improve programs.
- Coordinate with leaders of programs to secure speakers/speaking engagements, conduct and implement evaluations, trouble-shoot issues as needed.
- Coordinate with program partners to develop plans and ensure goals and objectives are met.

- Create forms, permissions, records to track participants, document program activities, and implement program evaluation.
- Ensure that the programs operate within the approved budget.
- Identify and evaluate the risks associated with program activities and take actions to control risks.

#### *Volunteer Management (30%)*

- Facilitate volunteers to engage in volunteer opportunities and provide ongoing support, guidance, and coordination of volunteer roles in GBCI programs.
- Make volunteer referrals to GBCI program leaders.
- Work with Executive Director to conduct volunteer orientation, training, manage volunteer policies, procedures, and standards, and recommend/implement new policies when appropriate.
- Ensure compliance with MCPS and any other organization with which GBCI collaborates.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.

#### *Operations (10%)*

- Establish and maintain relationships and seek collaboration with various organizations; engage in relationships of reciprocity.
- Coordinate meetings with volunteers and community partners on topics pertinent to GBCI programs and goals.
- Maintain a database of volunteers and program participants.
- Evaluate aspects of programs to ensure effectiveness and to recommend/implement changes as appropriate.

#### *Communications (10%)*

- Assist Executive Director in producing pertinent internal and external communications-announcements, monthly flyers, newsletters, website content, social media
- Use internal and external presence and relationships to garner support for building a Beloved Community.
- Provide content when relevant for reports or articles on the programs for PR purposes or for funders.

#### **QUALIFICATIONS:**

- Commitment to GBCI's mission and vision
- At least 3 years' experience working with children or youth
- Bachelor's or Associate's Degree in relevant field desirable
- Knowledge and understanding of positive youth development
- Excellent interpersonal, communication, and relationship building skills
- A collaborative leader, comfortable working with and inspiring a broad range of individuals and personalities—especially young people and older adults—to build strong working relationships.

- Outstanding oral and written skills
- Excellent organization skills, ability to multitask and meet deadlines
- Individual self-starter and at the same time a dedicated team player
- Working knowledge of Microsoft Suite, Google Docs, ZOOM and other web-based meeting and communication applications.
- Bilingual English and Spanish preferred

[www.gaithersburgbelovedcommunity.org](http://www.gaithersburgbelovedcommunity.org)

**HOW TO APPLY:**

Send resume and cover letter to:

Rebecca Cole, GBCI Executive Director

Subject line: Program Coordinator Application

GBCI

201, Russell Ave., Gaithersburg, MD 20877

[rebecca@gaithersburgbelovedcommunity.org](mailto:rebecca@gaithersburgbelovedcommunity.org)

**Applications will be reviewed on a rolling basis and are preferred by June 3, 2022. The position will be open until filled.**

GBCI is an Equal Opportunity Employer and as such encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.