



iLEAD Program Coordinator for Christian Afterschool and Summer Program

MentorKids USA is a Christian organization that equips and empowers youth to be transformative leaders in their lives, their families, and their communities.

www.mentorkidsusa.org

Job Description:

MentorKids USA is currently seeking an iLEAD Program Coordinator for the 2023-24 school year who will be responsible for lesson planning, organizing, managing, and teaching bible lessons, leadership and career skills, and student interest activities for 5-10 high school grade students in our Afterschool Program held in the South Phoenix neighborhood. We are seeking an initiative-taking individual with previous teaching or youth ministry experience who can manage and encourage positive student behavior, organize guest speakers and is enthusiastic about working with youth, families, and the community. Our Afterschool Program focuses on spiritual growth, academic success, and leadership development.

This position is part-time requiring **up to 29 hours** for After-School and during summer.

- After-School Program (August-May) Monday – Friday 2:00 pm – 6:15 pm
- Summer Program (June) Monday – Friday, 8am-2:00pm (4 weeks)

Responsibilities:

- Be onsite during program hours.
- Utilizing MK-wide curriculum to teach leadership and bible lessons during iLEAD sessions.
- Coordinating guest speakers to share career and leadership topics.
- Lead and facilitate iLEAD sessions and quarterly orientation of iLEADers.
- Provide immediate feedback to iLEADers during program hours or iLEAD sessions.
- Collaborate with Lead teachers and other Program Coordinators to supervise iLEADers.
- Supervise and coach iLEADers during school and summer program hours.
- Contribute to weekly/monthly/annual program reports.

- Contribute to MKUSA social media and student Impact Stories once a month.
- Conduct evaluations of iLEADers and determine if iLEADers will be promoted to the next tier.
- Build relationships with current and launch iLEAD students.
- Managing quarterly alumni meetings/sessions.
- Meet weekly with Neighborhood Manager.
- Taking leadership responsibilities in the absence of Neighborhood Manager or another Program Coordinator.

Qualifications:

- Minimum 2 years related (youth ministry or teaching) experience preferred (Current license/certification is preferred).
- Bilingual (English and Spanish preferred not required)
- Demonstrate a vibrant and growing Christian faith.
- Align with MentorKids USA Core Values.
- Must be a leader, collaborator, an effective communicator, and demonstrate good organizational skills.
- Must have an Arizona driver's license and be able to pass a fingerprint clearance.

Interested candidates please submit your resume to [Laura Soto at Lsoto@mentorkidsusa.org](mailto:Lsoto@mentorkidsusa.org)