



## iLEAD Program Coordinator

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

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

### **Job Description**

MentorKids USA is currently seeking an iLEAD Program Coordinator for our high school students who will be responsible for lesson planning, organizing, managing, and teaching Bible lessons, social skills, and leadership development for up to 18 high school students in our iLEAD Program held in the South Phoenix neighborhood. We are seeking an initiative-taking individual with previous teaching experience who can manage students, organize schedules, community events, and is enthusiastic about working with youth, families, and the community.

### **Schedule, and Hours**

1. School/Summer Program Hours  
(Monday-Friday 2pm-6:30pm subject to change) Some Saturday or Sunday with advanced notice. This is a Part-Time position, not to exceed 29.5 hours per week with potential to turn into a full-time position
2. Paycheck will be mailed or sent via direct deposit on the 5<sup>th</sup> and the 20<sup>th</sup> of each month.
3. Time off must be approved by Neighborhood Manager two weeks in advance, excluding illness.

### **Responsibilities**

- Be onsite during program hours.
- Utilizing MK-wide curriculum to teach leadership and bible lessons during iLEAD sessions.
- Coordinating guest speakers to share about 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 quarterly evaluations of iLEADers and determine if iLEADers will promote to next tier.
- Build relationships with current and alumni iLEAD students.
- Managing monthly alumni meetings/sessions.
- Meet consistently with Neighborhood Manager.

- Taking leadership responsibilities in the absence of Neighborhood Manager or another Program Coordinator.

**Qualifications**

- Minimum 2 years professional teaching experience preferred (Current license/certification not needed).
- Demonstrate a vibrant and growing Christian faith.
- Must be a 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 and cover letter to Laura Soto at [lsoto@mentorkidsusa.org](mailto:lsoto@mentorkidsusa.org).