

Kids' College 21st Century Community Learning Center

Project Coordinator

Salary: \$18.00 Hourly

Up to 19.75 hours per week

Responsibilities:

- Project Coordinator is responsible for contributing to the overall planning and coordination of the Afterschool programs projects and activities
- Develop, implement and lead engaging activities with elementary students
- Work closely with Program Director, administration and families to understand needs/opportunities of students and program goals
- Assist Program Director in planning and set up of Family Events
- Create activities that emphasize project-based and/or experimental learning
- Run program effectively and efficiently while Program Director is not present

Qualification:

- Must have strong organizational skills and ability to manage multiple projects
- Must be able to communicate well, orally and in writing
- Must be able to work independently
- Must have interpersonal skills and abilities to work effectively as a member of a team, and promote team goals
- Experience organizing, leading and implementing youth development programs/events
- Ability to create and lead enrichment activities (STEM/STEAM, sports, drug and violence prevention and youth development activities)
- Physical requirements include sitting, standing, walking, running, bending, twisting, stooping, and lifting up to 25lbs occasionally
- Previous experience working in an afterschool program setting preferred

Please complete a Classified application found on our website www.sd274.com and email • application, resume and letters of recommendation to cshannon@sd274.com or mail to Kootenai Jt. School District 13030 E. O'Gara Rd Harrison ID 83833 • Citizenship, residency or work visa required

Equal Opportunity Employer

Kootenai Joint School District #274 is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

