

Oversee students in physical activities, including but not limiting to, basketball, soccer, volley ball, wiffle ball, ping pong, foosball and air hockey

Assist in maintaining program standards of student behavior needed to achieve effective participation in activities without interfering with the natural, informal atmosphere of Restore; assist in resolving student disputes; refer serious discipline to program supervisors.

Maintain a clean and organize environment for students; demonstrate and involve students in cleaning and organizing the program activities areas before, during, and after use.

Perform a variety of low level clerical duties in support of program activities such as preparing, typing, duplicating and filing materials; log and record information (Record and keep attendance logs, field trip logs, and registration logs. Log and update inventory of equipment and technology); create and maintain records and files as assigned.

Assist in the organizing, designing, copying, stuffing and mailing the Restore newsletters.

Assist in the program evaluations and annual reporting.

Assist in enrolling students.

Participate in regular staff meetings.

Assist with monthly bulletin boards and decorations.

Perform related duties as assigned.

Job Requirements: Applicant is required to be trained in CPR, First Aid, and AED. If applicant does not already possess these certifications, Restore Ministries, Inc. will provide training. Other requirements related to the position include:

Graduated from high school, or equivalent, and at least three driving experience.

Have a New Jersey driver's license in good standing.

Be able to pass a background check.

Experience or able to be trained on how to work youth ages 8-17.

Experience or able to be trained in implementing youth activities and supervising youth in small and large group settings

Organized with high attention to detail and ability to follow through.

Must be flexible, creative and articulate.

Experience working with parents or other adults in the public.

Experience with the use of computers including basic Office Suite applications such as Word, Excel and Publisher.

Inquirers should submit resumes to:

Linwood Bagby

P.O. Box 29

Elizabeth, NJ 07207-0029

You may also submit by email: restore1161@gmail.com

OTHER REQUIREMENTS

The Applicant must maintain a complete and professional attitude at all times and maintain complete and full confidentiality between him/herself, the Executive Planning Team the Program Director and the Executive Director.

All duties and responsibilities will be fulfilled in a professional, ethical and manner.

The Activities Coordinator shall be neat in appearance and manners, and must be punctual, efficient and trustworthy.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS CPR, First Aid, and AED. In house training is provided.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business reports and documents. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk. Specific vision abilities

required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TRAINING REQUIREMENTS

Attend Professional Development as determined by Supervisor

Approved By: Board of Trustees

Approved Date: January 30, 2016