



LEAP Year Coordinator

Job Title:	LEAP Year Coordinator	Supervisor(s)	Director of Operations
Location:	Various across all PTM	Position Type:	Level II
Salary and Benefits	\$23/hour 20 hours per week	Exempt/Nonexempt:	Non-Exempt
		Posting Expires:	n/a

Reporting to the Director of Operations, the LEAP Year Coordinator will be responsible for overseeing the [LEAP Year Program](#) of Preston Taylor Ministries (PTM) to help ensure meaningful training and experiences for LEAP Year Staff who, in turn, help create opportunities for involved children to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” Embracing PTM’s Christ-centered mission, the LEAP Year Coordinator will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. He or she will do this by demonstrating a love for God that is evident in his or her lifestyle whether or not he or she is at PTM.

- I. Lead in the recruitment of LEAP Year Staff
 - Lead PTM to meet strategic plan goals of numbers and racial diversity of LEAPers
 - Recruit LEAPers through multiple sources to ensure broadest reach
 - Coordinate interviews and selection process for LEAP acceptance
- II. Lead in placement of LEAP Year Staff
 - Oversee the creation of LEAP Year Staff job descriptions
 - Match LEAPers with PTM Staff
 - Train LEAP Year Supervisors in roles and expectations and ensure compliance with those roles and expectations
- III. Train and Supervise LEAPers
 - Provide for meaningful onboarding to the organization and orientation to a year of service and learning
 - Either mentor directly or ensure that each LEAPer has a PTM mentor (outside of job supervisor) to meet with every other week as an additional source of support, encouragement, and development
 - Individually meet with each LEAPer once a month for supervision and support
 - Lead LEAP group gatherings (1.5 hours every week) to include professional development, spiritual development, and urban ministry training
 - Lead LEAPers in development and presentation of a capstone project
- IV. Sustain and Support LEAPers
 - Manage the LEAP House to include preparing for LEAP arrival (provide for cleaning and beautification inside and outside), schedule move-in and move-out procedures, help create and enforce house rules, and ensure house is well-maintained
 - Organize LEAP celebration meals 3-4 times per year
 - Recruit, train, and sustain host families for each LEAPer

- Help manage any conflict within LEAP cohort
- Contribute to and attend LEAPer performance reviews
- Provide for end of the year off-boarding and celebration of LEAPers

Requirements

- Bachelor's Degree; or 3-4 years of equivalent experience; or equivalent combination of education and experience
- 2+ years of leadership experience in a racially diverse setting

Preferred Experience

- 2+ years of experience in the areas of Christian development, urban ministry, and professional development