



**JOB DESCRIPTION**  
**JOB TITLE: Learning Center Coordinator**  
**REPORTS TO: Vice President of Operations**

*The Friars Club, a Catholic, Franciscan ministry, develops valuable life skills in our youth through sports, education, and leadership programming to enrich their lives and our community.*

We are looking for a motivated individual to join our small, but mighty team. We work closely with the children and families we serve. Come join us to make a difference in the Cincinnati Community!

**LEARNING CENTER COORDINATOR**

The Learning Center Coordinator will be responsible for ensuring the Learning Center's effectiveness by developing fun, social, emotional, and academic programming in the learning center. Collaborate with our staff providing leadership for volunteers, teen leaders, and college interns. The Learning Center Coordinator will demonstrate Friars Club's core values of Respect, Responsibility, Leadership, and Good Sportsmanship.

**RESPONSIBILITIES**

- Supervise and maintain the Learning Center on a daily basis, including 1-2 staff members, volunteers, and after-school programming
- Recruit and train learning center volunteers, tutors, mentors, and drivers
- Organize and market learning center programs
- Develop policies in partnership with Vice President of Operations
- Provide mentorship and tutoring for youth
- Connect with community organizations for mentors, guest speakers, and activities
- Responsible for learning center program outcome measures
- Serve as liaison for Xavier University reading program
- Work with Assistant Athletic director and the (CISE) Catholic Inner-City Schools Education program in sharing learning center space
- Work with Assistant Athletic Director to organize and run summer camp
- Collaborate with the President, Vice President of Operations, Athletic Director, and Assistant Athletic director in fulfilling other tasks pertinent to the successful growth and development of Friars Club's mission and programs
- Attend regular staff meetings
- Part-Time Position \$15 an hour

**QUALIFICATIONS**

- Bachelor's degree required. Preference in education background in one of the following areas. Education, Social Work, Counseling, Psychology, or Business
- Minimum two years' experience working with kids
- Strong problem-solving and leadership skills
- High comfort level working in a diverse environment
- Knowledge of children (ages 4-18) and families
- Community organizing and community collaboration skills
- Ability to work after-school and evening hours
- Self-motivated with ability to work with minimal supervision
- Excellent interpersonal skills and collaborative management style

Submit Resume to Sandy Sieben, VP of Operations

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