



1228 Jamison Avenue, SE
Roanoke, VA 24013

Phone: 540-982-2911

Fax: 540-342-3568

Email: info@pccse.org

Website: www.pccse.org

Job Title: Primary Coordinator

Position: Primary Coordinator

Program: Presbyterian Community Center / Pathways for Youth

Location: 1228 Jamison Avenue, SE, Roanoke, VA 24013

Hours: 30 Hours Per Week

Contact: Lorelei Pilcher - lpilcher@pccse.org

Position Overview: The **Primary Coordinator** serves as the primary group leader for lower level elementary school students in the Pathways for Youth program. This role focuses on building meaningful relationships with students, families, volunteers, and team members while ensuring the effective planning and implementation of daily and weekly activities.

This is a part-time position (30 hours per week) with benefits and compensation ranging from \$15.50 to \$17.00 per hour based on experience and qualifications.

The Primary Coordinator is employed by the **Presbyterian Community Center** and reports to the **Director of Family Programs**.

Key Responsibilities:

General Duties

- Lead elementary school groups and foster a nurturing and supportive environment.
- Develop and execute daily and weekly activity schedules.
- Provide direction to interns and work-study students.
- Collaborate with the Pathways interdisciplinary team and assist across program areas as needed.

After-School Program Preparation & Supervision

- Prepare spaces, equipment, and materials for program use.
- Enforce behavior policies and maintain order.
- Welcome students upon arrival and support a positive start to their day.
- Supervise computer lab use and provide homework assistance and tutoring.
- Report concerns to the Director of Family Programs.
- Ensure safe and orderly departure of students.
- Maintain cleanliness and organization in program spaces.
- Lead devotions, lessons, and activities as assigned.

Volunteer Coordination

- Supervise and guide volunteer room aides and tutors.

Field Trips

- Assist with planning and supervision of field trips.
- Submit expense approvals and receipts in accordance with PCC policy.

Record-Keeping

- Maintain accurate attendance and behavioral records.
- Track academic progress, including collecting report cards.
- Support data entry for grant reporting as needed.

Supply Maintenance

- Monitor program and school supply inventory.
- Communicate supply needs to the Director of Family Programs.
- Track distribution of supplies to students when needed.

Qualifications:

- Bachelor's degree (or equivalent education/experience) in Education or Human Services preferred.
- Experience working with low-income and at-risk children and families is a plus.
- Strong oral and written communication skills.
- Proficiency in Microsoft Office and data management systems.
- Ability to work independently and as part of a collaborative team.

How to Apply: Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications to lpilcher@pccse.org

PCC is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Join us in making a difference in the lives of children and families in our community!