



## **Position Description: Project Coordinator (PC)**

The LEAP Project Coordinator (PC) are responsible for the daily decision-making and operations that support the LEAP project and all other related initiatives. Each camp will have a focal PC, who will work alongside other camp PCs, and the LEAP Directors. The primary responsibility of the PC is to fulfill the project's mission by coordinating closely with other PCs, the Educational Coordinator (EC), and LEAP Directors to manage the LEAP volunteer team both inside and outside the learning centers. Preference is given to Arabic speakers due to the nature of the role in building relationships and interacting with people within the community. However, non-Arabic speakers are encouraged to apply as well if they have significant experience in project coordination and demonstrate strong leadership skills. There is no tolerance for any deviation from the code of conduct and program expectations.

### **Duties and Responsibilities:**

Daily activities include, and are not limited to:

- Managing and organizing LEAP'ers in and outside the center
- Coordinating the movement of LEAP'ers and the SHINE taxis
- Maintaining high team morale with check-ins
- Lead reflection meetings and plan clear objectives
- Communicating clearly project objectives and work plan to volunteers
- Working closely with partner organization to ensure work plan is met efficiently and effectively
- Support ECs with daily attendance, recreational activity, morning roll-call and class distribution and student flow between morning class and recreational activity
- Communicate any logistical needs with LEAP Directors, or Local Logistics Coordinators as needed/requested, as per standard protocol and communication channels
- Lead house meetings and manage mutual fund to ensure needs in the apartment are met
- Support in mediating or reconciling any issues that may arise with LEAP Directors
- Maintaining meeting/workshop minutes;
- Conducting a survey of program staff and students;
- Authoring report-backs and program updates on a weekly basis throughout the project;
- Scheduling and coordinating events, recreational activities, and field trips;
- Purchasing supplies as necessary for volunteer homes/classrooms, etc.;
- Planning class trips (i.e. requesting buses, coordinating permission slips and dates with staff/volunteers);
- Support in planning of volunteer lunches/dinners/meetings/weekend excursions.



- Maintain internal reports; update the team calendar and resolve scheduling conflicts, as required; as well as other administrative/operational duties
- Set-up apartments and close apartments both pre and post project, which entails some cleaning, organizing, and basic lifting and organizing.

PCs must keep in mind that they are required to manage and *lead* LEAP volunteers. The PC should enforce program rules and remind volunteers of their responsibilities. While it is important to have a good rapport with volunteers, we expect PCs to carry themselves as leaders and to handle themselves maturely, have a clear sense of purpose and responsibility throughout the duration of the project, and demonstrate strong leadership and coordinating skills.

***Candidates must demonstrate:***

Successful PCs must have strong analytical, communications, and interpersonal skills, as well as demonstrate the ability to multi-task, and act as a leader and a team player. PCs must maintain a clear sense of purpose throughout the summer program. There is a significant amount of administrative work, so proficiency in Microsoft Word, Excel, and PowerPoint are required.

In addition, PCs must possess the following skills:

- strong character, poise, and maturity to effectively work with partner organizations, manage the LEAP team, and the community in which you will be living/working
- ensure all LEAP volunteers are adhering to the LEAP code of conduct
- manage multiple schedules and calendars
- arrange and support with airport pick-up/drop-off
- coordinate field trips, recreational activities, volunteer trips
- lead and arrange volunteer meetings
- liaise with partner organization
- communicate and report back daily to LEAP Directors and provide written evaluations and updates
- Plan group outings to create a safe space of bonding, community, and support among volunteers.