



Project & Education Coordinators: Responsibilities & Role Breakdown

PROJECT COORDINATORS (PCs):

The LEAP Project Coordinator (PC) and Community Coordinator (CC) 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 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. 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 LEAPers in and outside the center
- Coordinating the movement of LEAPers 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

Duties will also include maintaining meeting/workshop minutes; conducting a survey of program staff and students; authoring report-backs and program updates; scheduling and coordinating events, recreational activities, and field trips; purchasing supplies as necessary for volunteer homes/classrooms, etc.; organizing and arranging class trips (i.e. renting buses, venues, coordinating permission slips and dates with staff/volunteers); and coordinating



volunteer lunches/dinners/meetings/weekend excursions. The PC will also be required to maintain internal reports; update the team calendar and resolve scheduling conflicts, as required; as well as other administrative/operational duties.

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, communication, and interpersonal skills, as well as be able to demonstrate the ability to multitask, and act as a leader and a team player. PCs and CCs 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
- liaise with landlords
- 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



EDUCATION COORDINATORS (ECs):

SHINE Education Coordinator (ECs) will work alongside fellow ECs to fully understand the creation of the curriculum including the teacher's guide and the students' workbooks, to administer and grade diagnostic exams to better understand our student population and to assign them to leveled classrooms accordingly, and to think of ways to better deliver lessons so students become more engaged, and school wide incentives to manage student behavior and motivation. Each EC will be the focal educational advisor for their respective camp and will be responsible for guiding and supporting LEAP volunteers in their instruction and their adaptability with the curriculum and in the classroom. The EC will observe volunteer teachers in the classroom to provide support and constructive feedback; help volunteers with daily lesson preparation; lead curriculum meetings with volunteers and other ECs; be responsible for daily attendance of students and volunteers; substitute classes if and when necessary; lead instruction for the teacher training and development, as well as provide other education related support as required whether creativity or classroom management.

In addition, the EC will coordinate closely with the Project Coordinator (PC) on all matters related to the project. The EC will serve as the intermediary between volunteers, Beit Atfal Assomoud staff (partner organization), the PCs, and LEAP's Education and Program Directors.

Duties and Responsibilities:

- Administering diagnostic exam, including training other volunteers on the diagnostic
- Responsible for determining class placements and volunteer placements with levels
- Collects and ensures that attendance is taken
- Tracks attendance for field trip eligibility
- Schedules and conducts classroom observations along with feedback sessions
- Schedules and conducts education trainings
- Responsible for maintaining a center-wide system of supports and incentives
- Works with BAS and the LEAP director on issues of classroom management
- Purchasing educational supplies with LEAP budget
- Organizing and collecting lesson plans and print plans

ECs must purchase supplies (not with their own budget); create and review lesson plans; manage student behavior by creating classroom-wide or school-wide incentives and rewards; coach LEAP volunteers; coordinate with administrators and LEAP Directors, and PCs; submit a LEAP Summer Evaluation Report alongside the other Coordinators at the end of the program; work with other ECs to create an educational survey at the end of the program; act as a



substitute teacher if necessary; manage educational expenses; track daily attendance of volunteers and students; grade the diagnostic examination and determine level-placement at the beginning of the program, as well as recreational placement; assist with other administrative duties upon request; supervise classroom instruction of LEAP volunteers and provide feedback; brainstorm educational games/exercises and recreational activities for students; plan Friday recreational activities and games; follow up with recreational clubs' assignments, among other duties.

ECs must keep in mind that they are required to advise and lead LEAP volunteers. They should enforce program rules and remind volunteers of their responsibilities. While it is important to have a good rapport with volunteers, we expect ECs to carry themselves as leaders and to handle themselves maturely, have a clear sense of purpose and responsibility throughout the duration of the Program, and demonstrate strong leadership, training and coordinating skills. Essentially, ECs facilitate the culture of the school and classroom, which is the space our volunteers will have the most influence on our youth, so it is of great importance that our volunteer teachers are professional, mature, and responsible or it can cause more harm on the students and culture than help.

Candidates must demonstrate:

Successful ECs must be able to lead a group while being a constructive part of a team, and build a rapport with the adolescent students, while being culturally sensitive. In addition, the following skills are required:

- excellent written and oral communication skills
- creative learning techniques
- experience in an ESL classroom setting and creating curriculum/lesson plans for ESL students (preferred)
- motivated and inspiring individual to coach and lead LEAP volunteers
- strong organization skills and the ability to effectively communicate with various audiences
- proficiency in Microsoft Word, Excel, and PowerPoint
- strong character, poise, and maturity to effectively work with program staff and community partners, as well as volunteers
- a flexible and patient attitude
- the ability to multitask and meet deadlines
- strong leadership skills