CITY OF HOPE OUTREACH
Employment Opportunity

An Equal Opportunity Employer

DEPARTMENT: CoHO Academy

Compensation: $10,000.00/year

JOB TYPE: CoHO Academy Director

OPENING DATE: June 26, 2017 **CLOSING DATE: July 31, 2017**

REQUIRED LICENSES AND/OR CERTIFICATIONS:

Pursuing Educational Degree or Possesses Teacher Licensure

CPR Certification

POSITION INFORMATION/DESCRIPTION:

Responsible for the oversight and direction of all policies, procedures and activities of the CoHO Academy. Ensure the accomplishment of the academy's mission which is the promotion of education in the lives of students through creative learning, technology and service.

ESSENTIAL JOB FUNCTIONS:

- Manage the business of the academy under the direction of the Executive Director.
- Develop an educational philosophy, policies and procedures that underscore the principles that will be the foundation of CoHO Academy
- Maintain records of students to include teacher and parent feedback.
- Responsible for the training and evaluation of volunteers.
- Work with the Volunteer Director for appropriate number of volunteers.
- Resource the academy with the appropriate materials to accomplish goals.
- Responsible for reporting all required information to CoHO grant writer regarding grants funding
- Implement study skills and other aspects of college preparation.
- Acknowledge the individuality of all students and work to strengthen their academic foundation
- Develop ongoing relationships with school administrative officials, teachers and parents.
- Communicate regularly with the Executive Director regarding student progress and areas of concern.
- Set an example of Christian excellence and grace for students and volunteers to follow.
- Attend all necessary staff meetings and trainings.
- Other duties as required

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MINIMUM QUALIFICATIONS AND ADDITONAL REQUIREMENTS:

- Pass required background check
- Minimum commitment is two years
- Work hours from 2pm-6pm Monday through Thursday during school year and 9-1pm during the Summer

UPDATING YOUR CONTACT INFO:

The City of Hope Outreach's Human Resources Department will be communicating with you primarily using email and phone. It is important that we have access to a valid and working email address and phone number to ensure that you receive updated information.

APPLICATION REQUIREMENTS:

- Resumes/Applications may be emailed to coho@coho58.org or brought to 608 E. Robins St. Conway AR 72032.

Along with your completed application and/or resume please attach the following.

- One page paper on your reasons for wanting to work with CoHO.
- One page letter on your views on poverty
- Recommendation letter from a pastor, supervisor, or teacher who can attest to your character and work ethic.

Note: List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.

Applicants may check the status of their application by calling 501-205-1614.