

Advanced Course Coordinator

Job Summary:

A course coordinator is responsible for overseeing the planning, development, and execution of a specific course or program offered by a school or institution. This includes developing and implementing curriculum, coordinating with instructors and other staff members, and managing the budget and resources for the course. The Coordinator will also be responsible for monitoring student progress, providing support and resources to students, and communicating with parents and other stakeholders.

Wildwood offers two advanced courses: Ministry Management and Lifestyle Counseling.

Key Responsibilities:

- Participate in the curriculum committee (development and updating of curriculum and materials for the program)
- Create the schedule of both programs annually
- Coordinate classes with instructors
- Facilitate course and program evaluations
- Teach classes
- Coordinate orientation for new students
- Conduct and help with monthly class meetings with the students
- Assist in organizing the student campout twice a year
- Participate and collaborate in the coordination of Field Trips / Course Promotion
- Provide leadership and mentorship for all students
- Encourage students to uphold the student guidelines
- Post grades in the system
- Prepare and print certificates
- 2 hours of farm work a week

Knowledge, Skills, and Abilities:

- Hold a driver's license
- Comfortable in public speaking and teaching
- Must be proficient in Microsoft Office (PowerPoint, Excel, Word) or iWorks (Keynote, Pages, Numbers).
- Advance Courses certification (Lifestyle Coaching or Ministry Management Certificate)

Minimum Requirements:

- High School Diploma or Equivalent
- Medical Missionary Certificate
- Fluent in English

Other:

- Maintain good interaction with supervisor and co-workers
- Initiative taking; ability to work independently
- Good communication skills
- Flexibility; job requires being 'on call' as emergencies may arise
- There may be other activities that require the team participation, such as Online Intensive Weeks or Dedication (Graduation) Preparation
- In the education department, we focus on and encourage cross-training within other sub-departments of education

For more information contact:

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