



United Way
OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Community School Activities Coordinator

Status: Hourly, Non-Exempt, Part-time (20 hours a week)

Hourly Pay Rate Range: \$20 – \$25

Location: Thomas Jefferson Elementary School, Bethlehem Area School District

Position Description Community School Activities Coordinator

The Activities Coordinator serves as an integral part of the Community Schools strategy, reporting directly to the Community School Coordinator (CSC) and ultimately the leadership of the principal to ensure programming supports school-wide priorities and measurable student outcomes. This role is responsible for coordinating, executing, and evaluating enrichment activities that align with academic, social-emotional, and engagement goals. Beyond grassroots coordination, the Activities Coordinator is expected to use data, strategy, and collaboration skills to inform programming decisions, ensuring all activities contribute to school-wide improvement efforts.

Accountabilities:

1. Develop, implement & refine activities that directly support student growth and school priorities (50% of time)
2. Support the collection and use of CS Data (20% of time)
3. Establish and strengthen partnerships that contribute to measurable student success. (10% of time)
4. Ensure all programs and partnerships adhere to district policies, legal regulations, and safety standards. (10% of time)

Work Experience and/or Education Required

1-plus years of work experience (paid or unpaid) program coordination, youth development, and compliance management within district frameworks.

Skills Required

- Ability to connect grassroots programming to measurable student success indicators.
- Strong policy enforcement, collaboration, and strategic thinking skills.
- Passion for holistic student development and equity-driven programming.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay this position is eligible for no-cost HealthiestYou telehealth and a 401k retirement plan with employer contributions.

Work Location

This position is based in the assigned community school for all working hours.

HOW TO APPLY

Interested candidates may apply via: <https://my.career.place/static/jobs/community-school-activities-coordinator-cmcz48qejaqht0iph80ykeups?source=uwglv>