



LARGO COMMUNITY MINISTRIES CORPORATION  
"Transforming Communities, One Brick at a Time"

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# LARGO COMMUNITY MINISTRIES' PART-TIME POSITION DESCRIPTIONS

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PLEASE SEND A COPY OF YOUR RESUME AND SHORT COVER LETTER TO  
[LCMASP@OUTLOOK.COM](mailto:LCMASP@OUTLOOK.COM), WITH THE DESIRED POSITION IN THE SUBJECT LINE



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## **PROGRAM OPERATIONS COORDINATOR VOLUNTEER**

**Title:** Program Operations Coordinator Volunteer

**Hours:** 15 – 20 hours per week

**Number of Positions:** 2 volunteer

**Industry:** Non-profit, Community Development

**Location:** Largo Maryland

**Salary:** -

**Employer:** Largo Community Ministries, Corporation

**Requirements:**

- Ability to pass background check and drug screen
- Reliable Transportation
- Ability to work with youth and young children

**Position Summary:** The Assistant Program Coordinator offers support and structure for all youth programs provided by the LCM. These programs are designed to promote positive youth involvement and leadership, as well as other protective factors that decrease harmful behaviors.

**General Responsibilities:**

- Monitor youth during program activities
- Facilitate life skills classes, and help develop training modules for LCM participants and staff
- Attend all required staff, and community meetings
- Help to create activities and schedules for year round and summer programs
- Evaluate effectiveness of services on an on-going basis
- Organize and manage the usage of space and structure all program activity
- Create opportunities for program participants that will help to develop their competency through mentored group activities and life skills
- Maintain timely and accurate records, case files and data base entries



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- Update and frequently assist in developing marketing material, websites and presentations

**Experience/Education:**

- Associates degree preferred and/or measurable experience in youth development or related field
- Prior experience working with youth and families in a strengths-based, community context desired
- Must be 18 or older

**Desired Qualifications**

- Delinquent behavior, and community resources.
- Experience creating and conducting trainings for youth
- Diligent, organized, accurate and detailed-oriented
- Effective written and verbal communication skills
- Willingness/ability to work a flexible schedule, including after-school hours

**Benefits to Volunteer**

- Obtain experience and exposure to program operations
- Learning about organizational development
- Satisfies Community Service Hours requirement
- Opportunity for future employment with organization upon program funding

## **OFFICE ASSISTANT VOLUNTEER**

**Title:** Office Assistant Volunteer

**Hours:** 15 – 20 hours per week

**Number of Positions:** 1 volunteer

**Industry:** Non-profit, Community Development, Clerical

**Location:** Largo Maryland

**Salary:** -



**Employer:** Largo Community Ministries, Corporation

**Requirements:**

- Ability to pass background check and drug screen
- Reliable Transportation
- Ability to work with youth and young children
- Attend meetings related to positions

**Largo Community Ministries (LCM) Management Office Assistant is responsible for working collaboratively with the LCM Program Coordinator, as well as additional LCM professional and participant staff.**

**Primary duties**

- Print financial reports and other financial material as needed
- Assess office supply levels and order as needed
- Answer office phone
- Filing and organizing
- Perform these duties while occupying the front desk

**Assist**

- Office support such as mailings, front desk coverage, filing
- Assist as necessary with department events
- Other duties as assigned

**Desired Qualifications**

- Ability to work collaboratively with others to accomplish goals
- Quality verbal communication (small and large group settings) and written communication (email, letters)
- Ability to interact with vendors, students and the public to provide information in a polite and efficient manner both in person and of the telephone
- Ability to read, count, and write accurately to complete all documentation
- Excellent organizational skills and the ability to work in a fast paced environment
- Ability to relate to students, faculty, staff and community members while representing the Office of Student Involvement
- Experience with Microsoft Office Excel
- Balance of a professional attitude while having fun

**Experience/Education:**

- High School Diploma and/or measurable experience in youth development or related field
- Prior experience working with youth and families in a strengths-based, community context desired



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- Must be 18 or older

**Benefits to Volunteer**

- Obtain experience and exposure to program operations
- Learning about organizational development
- Satisfies Community Service Hours requirement
- Opportunity for future employment with organization upon program funding

## TUTOR VOLUNTEER

**Title:** Tutor Volunteer

**Hours:** 5 – 10 hours per week

**Number of Positions:** 3 volunteers

**Industry:** Non-profit, Community Development, Education

**Location:** Largo Maryland

**Salary:** -

**Employer:** Largo Community Ministries, Corporation

**Requirements:**

- Ability to pass background check and drug screen
- Reliable Transportation
- Ability to work with youth and young children

**Position Summary:** The Tutor Volunteer offers academic enrichment services to our students. The tutoring is designed to complement our other program components which are designed to promote positive youth involvement and leadership, as well as other protective factors that decrease harmful behaviors.

**General Responsibilities:**

- Monitor youth during tutoring
- Facilitate tutoring lesson plan and homework assistance
- Attend all required staff meetings
- Evaluate effectiveness of services on an on-going basis
- Maintain timely and accurate records, case files and data base entries



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**Experience/Education:**

- Associates degree preferred and/or measurable experience in youth development or Math, Science or Reading
- Prior experience working with youth and families in a strengths-based, community context desired
- Must be 18 or older

**Desired Qualifications**

- Experience creating and conducting trainings for youth
- Diligent, organized, accurate and detailed-oriented
- Effective written and verbal communication skills
- Willingness/ability to work a flexible schedule, including after-school hours

**Benefits to Volunteer**

- Obtain experience and exposure to program operations
- Learning about organizational development
- Satisfies Community Service Hours requirement
- Opportunity for future employment with organization upon program funding

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