



DOING THE
MOST GOOD™

Employment Opportunity

Columbus Area Services

Date Posted: September 25, 2025

Learning Center Site Coordinator

Classification: Part-Time, Non-Exempt, 25 hours/week, 1:30 – 6:30 p.m. Monday-Friday, during the school year. Ability for full-time hours for 10-12 weeks in the summer, 8:30-4:30.

Job Focus: This position provides daily, on-site leadership for the operations of the Learning Center. This role is responsible for creating a safe, engaging, and supportive environment where students can thrive academically, physically, and emotionally. The coordinator will manage program logistics, support classroom instruction, supervise staff and volunteers and lead outreach efforts to recruit and retain participating families. This individual acts as a liaison between the program, families, schools, and community partners, while always modeling professionalism and positive behavior.

Salary: \$21.00 per hour

Benefits:

- Changing the lives of elementary school children
- Paid Holidays, Accrued Vacation and Sick time
- Most importantly – a job with a good purpose!

Requirements/Qualifications:

- An understanding of and passion for The Salvation Army's Mission
- Bachelor's degree in education, child development OR comparable preferred, OR two years' experience working with school-aged children.
- Previous work or volunteer experience with elementary-aged children required
- Ability to maintain ODJFS standards for employees and program operation if applicable
- Strong interpersonal skills and problem-solving skills
- Excellent organizational skills
- Exceptional written and verbal skills
- Patient and energetic
- Experience supervising staff and volunteers, preferred
- The ability to obtain and maintain driving privileges per Salvation Army insurance standards (if driving is a requirement)

Interested candidates should send resume and cover letter to HR Coordinator, Lori Banfield, by fax to 614.221.1896 or by email to lori.banfield@use.salvationarmy.org or by mail to 966 E Main Street, Columbus, OH 43205. **No telephone calls please.**

Deadline: October 14, 2025

In compliance with US Government regulations, The Salvation Army affirms that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

Mission Statement: The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.