

Part-time Coordinator of PCLT Hudson Bend Project

The coordinator of the PCLT Hudson Bend Project will have primary responsibility for coordination of PCLT members in volunteer engagement in the Hudson Bend communities, and relationship-building with residents of the Hudson Bend communities in order to assess current project effectiveness and identify additional needs.

Coordination:

Coordinate involvement of PCLT volunteers and other Lake Travis faith group volunteers in Summer programs for kids, conversational English classes for adults, Apache Shores monthly food distribution, Saturday lunches for kids and books for kids. Specific duties and responsibilities to include, but not limited to:

1. Coordinate a one hour conversational English class 2-3 times per week with current PCLT English teacher and a volunteer helper.
2. Coordinate a Reading to Kids event once a month during the summer, with assistance of volunteers from PCLT.
3. Coordinate a one week Summer Fest event the week of July 29- Aug 2, plus other events throughout the summer as identified.
4. Explore the involvement of Vamos Ya! kids in Hudson Bend programs and vice versa, as possible.
5. Promote summer camp opportunities at John Knox Ranch (Wimberley) and Shield Ranch (Bee Cave).
6. Register families for the Apache Shores Food Distribution Project and recruit residents in Armadillo to form a PCLT Authorized Rep team.
7. Expand the Lunches for Kids program to include other days of the week during the Summer and to include other organized teams from other faith groups.
8. Use social media to recruit volunteers for various PCLT Hudson Bend projects.

Relationship-building:

Deepen relationships with residents in Hudson Bend to assess what PCLT is doing and what other things we should be doing. Increase the direct participation of residents in helping/leading activities they see as helpful to their neighborhood. Work with Armadillo community to recommend improvements for playground, wigwam, and space beside wigwam to be made by PCLT. Evaluate current PCLT involvement in Hudson Bend communities and make recommendations for further engagement.

Job requirements and skills needed:

- Must be comfortable working alone in a small office space located in Armadillo RV Park.
- Must be able to converse in both Spanish and English.
- Must have cultural competency to interact comfortably with families that may have one or more members who are undocumented immigrants.
- This is a temporary part-time summer employment opportunity. Typical works hours can vary but will generally be 20 hours per week, 4 hours per day, 5 days per week with one day being Saturday. Will include some evening hours on weekdays and 8am to 12pm on Saturdays.

For more information or to apply, contact the Presbyterian Church of Lake Travis, 512.494.5950, or by email at admin@pclt.faith.