



FOSTERING FAITH

Program Coordinator

About Fostering Faith

Fostering Faith is a 501(c)(3) nonprofit organization that hosts a respite program for families with children in foster care, ages 3 years old through 5th grade. Once a week throughout the school year, foster parents have the opportunity to drop their children off at our partner church location where they are cared for by a group of dedicated and compassionate volunteers who have been trained in the unique needs of children in foster care. Our program provides short-term respite for foster parents as well as a positive experience for children in foster care.

Position Summary

We are seeking a part-time Program Coordinator to manage our weekly respite program in Zeeland during the school year. This role is responsible for planning, coordinating, and executing weekly program operations, as well as maintaining clear and consistent communication with foster families and volunteers. The ideal candidate is highly organized, relational, and comfortable managing both administrative tasks and hands-on program logistics.

Duties & Responsibilities

Duties and responsibilities may include but are not limited to:

- Program Coordination & Operations
 - Coordinate and support weekly respite program operations
 - Ensure smooth on-site execution of weekly programming
 - Set up and tear down weekly program activities
 - Purchase and prepare meals and craft/activity supplies
 - Maintain accurate records and enter data into digital databases
- Volunteer Management
 - Provide ongoing support and communication to program volunteers
 - Assist in recruiting, training, and retaining volunteers
- Family Communication
 - Send weekly program reminders and communications to foster families
 - Assist in program registration and foster family onboarding

Position Details

- Part-time: 12–15 hours per week
- School-year commitment required (September–May); optional summer flexibility
- Requires availability during weekly program sessions, including:
 - Approximately 8 hours/month of evening availability
 - Approximately 8 hours/month of weekend availability
- Schedule will be provided during the interview process
- Based in Zeeland; candidates should reside in the West Michigan area
- Reports directly to the Executive Director
- Compensation: \$15–\$18/hour, based on experience

Qualifications

- Must be 18 years of age or older and hold a valid driver's license
- Commitment to the mission of Fostering Faith
- Willingness to sign and uphold a personal statement of faith
- Agreement to maintain confidentiality regarding sensitive family information
- Respectful and compassionate toward the vulnerable population we serve
- Ability to occasionally lift or move items up to 50 lbs

How To Apply

Please send your resume to jesseca@wefosterfaith.org.