



ROLE: PROGRAM LEAD – OUTREACH & COMMUNITY RELATIONS

CLASSIFICATION: Full-Time

LOCATION: Forrestal Village Chapel, with regular travel to school sites and community events (primarily in-person / field-based)

PAY RATE: \$38K - \$40K

POSITION OVERVIEW:

Through the formation of local groups, Kids Rank engages children in hands-on, skill-building projects and volunteer opportunities designed to encourage resilience through our core pillars of CONNECT, LEAD and SERVE. The Outreach Program Lead is the public-facing heart of Kids Rank's direct service work, observing and coaching Pride Leaders on site, building and maintaining relationships with schools, families, and community partners, and supporting event engagement opportunities that connect military-connected children and families to Kids Rank. This role works in close partnership with the Administrative Program Lead, who carries the curriculum, data, and logistics half of the work.

WHO WE ARE:

Kids Rank is a 501(c)(3) service-based organization developed specifically for military children. Founded in 2012, Kids Rank was established in Great Lakes, IL, which boasts the largest population of active-duty, military-connected school-aged children in both the state and the western Great Lakes region. Kids Rank is the only organization of its type for military-connected children that delivers ongoing, peer-to-peer programming focused on their needs. Our model of comprehensive in-school and after-school in-person programming with trained group Leaders bridges the gap between macro-level policy and episodic assistance by offering consistent, empathetic engagement and a network of resources to fortify their social and emotional well-being.

Kids Rank was created to fill the gap in resources and support for military kids who famously face unique social and academic challenges due to frequent moves, parental deployments, and the derivative effects of isolation and integration into new schools and communities that often follow. Kids Rank has grown to serve more than 200 children annually in 9 schools and additional satellite locations across two school districts and 1 charter network.

ROLE DESCRIPTION:

Kids Rank is seeking an energetic, relationship-driven candidate who is looking for opportunities to develop their skills. The Outreach Program Lead will work with the Executive Director and the Administrative Program Lead to ensure programming meets Kids Rank's objectives and mission. They will act as the main Pride Leader liaison/supervisor in the field, visiting sites, coaching Leaders, and serving as the primary relationship-builder with schools, families, and community and military partners.

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CORE RESPONSIBILITIES:

- **Observe & Coach Pride Programming by:**
 - Visiting school sites and observing Pride groups.
 - Evaluating how Pride Leaders are implementing the curriculum.
 - Providing hands-on coaching and modeling activities, classroom management, and engagement strategies.
 - Monitoring program quality and consistency, and identifying areas where Leaders need additional support.
 - Reviewing attendance and participation data with Leaders on site.
 - Supporting Pride Leaders when challenges arise during programming.

- **Build & Maintain School and Community Partnerships by:**
 - Visiting school sites and maintaining face-to-face relationships with school staff and administrators.
 - Meeting with school administrators or staff when an in-person meeting is needed.
 - Identifying opportunities to strengthen the program within each school.
 - Creating and maintaining community partnerships for events and activities, including free or low-cost volunteer opportunities.
 - Coordinating with Kids Rank partners to facilitate Pride learning experiences.
 - Following up with school and community partners.

- **Lead Events & Family Engagement (alongside Events Coordinator) by:**
 - Supporting the planning and execution of Kids Rank events and family engagement opportunities.
 - Collaborating with the Events Coordinator in developing event concepts and activities.
 - Assisting in school events, such as military-themed celebrations.
 - Attending and helping facilitate Kids Rank events and workshops, including setup, breakdown, and on-site support.
 - Supporting registration/check-in and family engagement at events.
 - Building relationships with military families and community members.

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- **Maintain Family & Field Communication by:**

- Being physically present with military-connected children and creating a positive, welcoming, and safe environment.
- Communicating event details, reminders, and program information to families.
- Collecting feedback and identifying opportunities to improve the experience for children and families.
- Relaying field observations and attendance/participation data to the Administrative Program Lead.
- Maintaining an open line of communication with the Administrative Program Lead through weekly check-ins.

REQUIRED SKILLS:

Nice to Have	Must Have
● Organization abilities ● Computer skills ● Prior experience in promoting Social-Emotional Learning (SEL) techniques ● Degree, certification, or completed coursework in child development/mental health field of study	● Experience with children ● Military experience or military connection ● Ability to communicate with, empathize with, and support people from various backgrounds ● Ability to convey information clearly and effectively ● Adaptability and problem-solving skills ● Patience and flexibility ● Reliable transportation and ability to travel regularly between school sites and events

BENEFITS

- Comprehensive health insurance including medical, dental, and vision, Kids Rank covers 50% of premium costs
- Paid holiday schedule: one week for Thanksgiving, two weeks for winter holidays, one week in summer
- Hybrid work structure, combination of in-person site presence and remote work flexibility