



Program/Site Coordinator Job Description

Reports To: Program Manager

Level: Middle Management

Position Classification: Part-Time, Non-Exempt

Hours per week: 20- 30 hours/week

Pay Rate: \$15-\$20 per hour

Pay Schedule: Part-Time Hourly

OVERVIEW

The Program Coordinator connects Scholars to positive role models, experiences which inform their development, opportunities to learn new skills, and opportunities to gain knowledge supportive of life-long success. This position is critical in the delivery of the Big Buddy Program model and requires individuals with character, high performance standards, initiative, and are themselves, life-long learners. The Program Coordinator provides direct facilitation of the Circle Mentors, IMPACT circles, coordinates the master schedule, hosts the individual workshops and panel discussions, prepares Scholars for Mentor interactions, and works collaboratively with the Support Team to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

ESSENTIAL FUNCTIONS

- Actively participate in program planning sessions.
- Manage master schedules of youth participants, Frontline staff
- Work with the Program Manager to deliver important information to youth and their families regarding the operation of the program, delivery of services, and/or community wellness material.
- Create projects and manage timelines for the various assigned projects.
- Support the organization's strategic alliances and partnership.
- Fulfill duties delegated by Program Manager.
- Attend and preside over meetings, workshops, seminars, Circle Mentor sessions.
- Create presentations for meetings, workshops, seminars, Circle Mentor sessions as required by the various projects.

SCOPE OF JOB RESPONSIBILITIES

Relationship Development

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility for this position is the ability for the Program Coordinator to help youth develop positive healthy relationships with adults who can help them make good decisions and successfully transition to life-long success. This requires a commitment on the part of the Program Coordinator to the time outlined in this job description, to prepare and to seek out resources which will address the specific needs of the youth



enrolled. The Program Coordinator can expect to receive the necessary training and modelling to meet the basic requirements of the position. However, it is expected individuals will pull from their personal resources, utilize their virtual personality, and commit to learning to exceed the basic expectations required to link young people to people, opportunities, and skills which will help them reach success. Enthusiasm, preparedness, and supportiveness are characteristics that must be translated through the virtual communication channels.

Leadership and Development

The role of the Program Coordinator is a key element in the success of the Big Buddy Program but also should be viewed as an opportunity for personal growth and development for the individual serving in this important role. Through this experience, the Program Coordinator will have access to several resources which will transform their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. Program Coordinators are invited to submit official requests to the Program Manager for participation in certification courses and to be a part of non-cohort offered seminars and workshops. Approval to the request will be granted as space and resources allow. There will be opportunities to work on projects outside of the scheduled activities, but which are necessary in increasing the quality of the program. A successful Program Coordinator will share his/her gifts and talents through service in leadership positions to move these special projects to completion. Additionally, Program Coordinators should have a working knowledge of the key partners and sponsors and what they bring to the design, implementation and/or operations of the Big Buddy Program.

Special Project/Event Team Committees

The Program Coordinator serves on special project and event planning committees associated with program and agency events, as required. The level of involvement for each event will be determined on an individual project basis and will take into consideration the connection to the projects outlined in the job description, the workload at the time of implementation, availability of volunteers, etc.

OTHER JOB DUTIES

- Provides data entry regarding Scholar participation, approval on completion of success projects, Scholar evaluations and notes related to individual performance.
- Works with Support Team to define/enhance access to training/professional development resources.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.



JOB QUALIFICATIONS

- College graduate and/or Minimum three years' experience in coordinating youth development programs, afterschool or summer enrichment activities or related experience working with school age youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.
- Work independently and in a group, self-starter.
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator
- High level of computer proficiency in Microsoft Office & Outlook
- knowledge of virtual communication formats (ex: Zoom)
- Experience working within a volunteer-structured system helpful.
- Reliable Transportation

Reports To: Experience Team Program Manager

Compensation: \$15 - \$20/hr

Job Type: Part-Time

40 hours per week in Summer (April 1 – August 6)

30 hours per week in Fall/Spring (August 7 – March 31)

Schedule: Weekdays and weekend availability for special events