



JOB DESCRIPTION

DATE: September 27, 2016
JOB TITLE: Program Coordinator
REPORTS TO: Executive Director
TYPE: Full Time

ROLES & RESPONSIBILITIES

Role/Responsibility	Percentage of Time
<p>Category: Recruitment and Retention</p> <ul style="list-style-type: none">● Perform program outreach to youth, families and potential adult volunteers in the community before and during the program season. Support recruitment of underserved youth and volunteer Mentors who reflect the diversity of life experience of the community.● Educate the community and other service providers about tSB.● Assess factors and patterns contributing to youth and mentor attrition. Create appropriate strategies and resources to respond.● Coordinate with school staff and community members and other youth and family service system providers to maximize student participation, healthy development and resources for community collaboration.● Coordinate follow up with Mentors and participants upon absence or departure from the program.	10%
<p>Category: Program Coordination and Facilitation</p> <ul style="list-style-type: none">● Plan and coordinate relevant Peer Leader, Mentor, and Snowboard Instructor trainings that ensure safety and foster community building and leadership development for all.	65%



<ul style="list-style-type: none"> ● Responsible for successful six month, twice weekly programming, facilitation and organization of every program session. ● Manage timely communication of meetings and leadership opportunities to Mentors and Peer Leaders. ● Provide support and leadership with adult Mentor volunteers and assist in programmatic coordination, educational programming development, and overall mission of the Service Board. ● Facilitate leadership development programming for Peer Leaders and Interns (second/third year students). ● Build and maintain relationships with peer and service-learning programs to support partnerships. ● Communicate with other staff to ensure coordination of healthy meals at each program meeting. 	
<p>Category: Evaluation and Administration</p> <ul style="list-style-type: none"> ● Work with staff to manage participant applications, release/insurance forms, financial aid information, volunteer background checks and snowboard gear rentals. ● Track program attendance and service hours in a system for reporting purposes. ● Work with staff to conduct evaluation of programs and support outcome reporting processes. ● Coordinate and support logistical needs for all programming. 	20%
<p>Category: Ambassadorship</p> <ul style="list-style-type: none"> ● Support organization fundraising and stewardship efforts as assigned. ● Support event execution and volunteer management as assigned. ● Build opportunities for tSB alumni and greater community to be involved meaningfully in programs. 	5%