

## Program Coordinator Description



**Job Posting:** Program Coordinator

**Location:** Multiple locations in Grand Rapids, MI, some remote work

**Summary of position:** The program coordinator will act as the owner of process management for 6 weeks of drop in programming in the Fall of 2021. The program coordinator will act as a point person for weekly programming and oversee program execution by preparing program plans and materials, training volunteers with the support of other team members, and reporting on weekly program outcomes. This position reports to the Interim Executive Director.

**Commitment:** Temporary appointment, 70 hours over 9 weeks: August 17 - October 19, (~10 hours/week)

**Work schedule:**

- Onboarding and training days to be confirmed August 17-September 10,
- Sundays 12-4pm and Tuesdays (2 hour recurring meeting and office hour, TBD) September 12 - October 19
- Additional remote work, flexible hours

**Compensation:** \$1400 stipend paid in two \$700 installments

**Responsibilities**

- Program responsibilities
  - Act as point person for weekly drop in programming, offer support to volunteers to facilitate program plans, and hold responsibility for programming logistics (permits, site map, etc.)
  - Collaborate with board committees to write a weekly program plan, communicate plans with volunteers
  - Act as an ambassador for the CYC mission and engage meaningfully and constructively with students and families
  - Gather program materials each week at the storage unit and return items back in an organized manner
  - Train and recruit volunteers and maintain records in partnership with board members and Interim ED
  - Make informed purchasing decisions for program supply in collaboration with the Interim ED
  - Maintain clear communication with students, families, volunteers, Interim ED, and board members as necessary
  - Potentially attend network meetings as hours allow

*The Grand Rapids Creative Youth Center prepares kids for life's adventures by supporting their writing and amplifying their voices. The CYC offers free drop in writing programming to students ages 6 to 18 living in Grand Rapids.*

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- Administrative responsibilities
  - Fill out a weekly program report and assist Interim Executive Director with data analysis
  - Support the promotion of programming by taking pictures of programming, drafting marketing copy for social media posts and other tasks as requested
  - Meet weekly with the Interim Executive Director and hold an office hour

### **An ideal candidate will have the following qualifications:**

- Past experience living or working in the Southeast Area/ Baxter/ Madison neighborhoods
- Relevant past leadership experience working with youth, non-profit organizations or similar arts administration experience
- Past classroom experience or educational program/curriculum development experience
- Past experience managing budgets
- The ability to maintain a positive attitude and high energy while handling multiple tasks in a fast paced environment
- Experience working with CRM databases and google drive
- Shows maturity in making decisions and seeking solutions in collaboration with team members as well as independently
- A desire to empower youth to develop their own voices
- Meticulous attention to detail
- superb classroom management skills
- a sense of silliness and adventure
- a passion for diversity, inclusion, and working with the community
- a love of writing, reading, and language and the ability to share this enthusiasm with students
- a positive, flexible attitude and a willingness to learn and grow

### **Other requirements:**

- Must have reliable means of transportation to haul programming supplies to and from program site
- Some standing and lifting required
- Must be able to work weekends, some evenings

Diversity statement: The CYC believes that diversity and inclusion are essential to the fulfillment of our organization's mission. To maintain this, we value inclusiveness in race, religion, skin color, gender, nationality, sexual orientation, gender identity, age, marital status, geographic origin, and physical abilities. The CYC especially welcomes applications from qualified candidates who seek student and community focused work in an environment that represents and celebrates diversity.

*Please submit a resume and cover letter by July 30 to [director@creativeyouthcenter.org](mailto:director@creativeyouthcenter.org) to be considered for this position. Interviews to be scheduled August 2 - August 13 with start date the week of August 16.*

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