



# **THE GOOD FIGHT**

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## **BE PREPARED FOR LIFE**

### **PROGRAM COORDINATOR**

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**Title:**

Program Coordinator

**Reports To:**

Executive Director

### **OVERVIEW**

The Program Coordinator will provide organizational and programmatic support. They will serve as an integral role in providing and coordinating exciting youth programs and material for youth engagement. The position will ensure activities and events are effectively planned, staffing needs are met and corresponding budgets exist and funds are available to execute activities. They will support the executive director by serving as advisor/liaison for the organization in the community.

### **RESPONSIBILITIES**

- Provides leadership, guidance and training for program staff
- Conduct outreach to recruit youth for GFCC youth programs
- Creates schedules, timelines and detailed outlines of all activities, and programs offered at The Good Fight.
- Coordinates and supervises the day to day activities of program staff.
- Facilitates the development and implementation of youth programs.
- Tracks and documents program sessions with sign in sheets, detailed notes, photos and other means appropriate for evaluation of activities and programs.
- Leads evaluations of program staff.
- Maintains and expands effective collaborative relationships with schools, organizations, etc. and serves as a liaison between youth program staff and The Good Fight management.
- Monitors program activities, reviews, prepares and submits program reports to director and any funding agencies supporting said programs and activities.

- Maintains a positive work environment and sets an example of conduct and professionalism for staff and volunteers.

## **QUALIFICATIONS**

- Bachelor's degree preferred in social work, sociology, psychology or related fields
- 2-3 years experience working with youth
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, Powerpoint), and social media.
- Preferred, some experience of participating in and running youth programs
- Ability to relate to youth and maintain a professional distance
- A self starter with strong organizational and time management skills
- Must be grounded and organized; and open to the changing demands of a small organization
- Willing to take lead on tasks as needed and requested by the executive director

**Physical Demands:** Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

**Disclaimer:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of staff assigned to this role.

**Compensation:** Full-time position; 40 hours a week

## **TO APPLY**

Complete application for program coordinator at <https://thegoodfight.club/get-involved/join-our-admin-team/>

Submit resume and cover letter to [goodfightadmn@gmail.com](mailto:goodfightadmn@gmail.com). Position immediately available. Open until filled. Submissions reviewed on an ongoing basis.