



Program Coordinator Job Description

Do you like working with youth and making a difference in the community? Swift Youth Foundation is a local nonprofit organization that provides free after school, teen leadership, and summer programming for youth in need. We are looking to grow our team with the addition of a part-time Program Coordinator.

Position Summary: The Program Coordinator is responsible for the implementation of our youth and teen programming, specifically Swift After School. The position includes outreach and coordination with volunteers to assist at Swift programs, as well as assisting the Program Director in the planning of Swift programs.

Job Duties:

- Assist in the development and implementation of youth and teen programming
- Prepare the supplies necessary for after school programming
- Cultivate appropriate relationships with participants, partners, and volunteers to meet programs and participant needs
- Communicate and coordinate with volunteers to support Swift programs
- Collect and input data on participation
- Coordinate with Swift Staff to ensure program quality
- Create an inclusive, active, and positive environment for participants and volunteers to enjoy at Swift programs
- Maintain a safe environment for participants, volunteers, and staff at all times
- Assist in office tasks like sorting donations, organizing supplies, and maintaining a professional workspace

Required Skills and Experience:

- Passion for mentoring youth in the community
- Prior experience working with children is preferred
- Must be patient, caring, flexible, and able to interact with all types of people
- Knowledge of computer software programs like Microsoft Office, Salesforce, and Google Drive is preferred
- CPR and First Aid certification, or willingness to obtain
- Must be able to lift and/or move up to 50 pounds
- Reliable transportation with ability to transport program supplies to and from program sites
- Bilingual (English/Spanish) is preferred
- Must be over 18 years old and able to pass a background check

Compensation and How to Apply:



Compensation range for this position is \$18-\$20 per hour based on skills and experience.
Eligible for mileage reimbursement.

To apply email hannah@swiftyouth.org with a cover letter and resume.