



Job description

TITLE: Program Specialist (East Valley and Central/West Valley)

CLASSIFICATION: Non-Exempt

SUPERVISOR: Program Director

PRIMARY JOB FUNCTION: The Program Specialist's responsibilities include seeking out and securing volunteers, managing the volunteer schedules, and logistics of the Swift Youth Foundation programs throughout the year: Swift After School, Swift Saturday, Swift Carnival, and other programs that Swift Youth Foundation offers. The Program Specialist will attend Swift After School programs three to five times per week, Swift Saturday events once per month, Swift Carnival Annually, and two week-long day camp sessions during the summer.

Education and Skill Requirements:

Creative, flexible, super organized, energetic, team-player to provide leadership, direction, and supervision of our programming. Key experience and requirements include:

- Previous nonprofit or school program management experience preferred
- Excellent classroom management skills
- Prior engagement working with volunteers or personal volunteerism
- Excellent computer, verbal and written communication skills
- Leadership skills
- Must be willing to learn and take on additional responsibilities when required
- Able to stand and walk, ability to lift up to 30 pounds of equipment
- Must have a level one fingerprint clearance card or be willing to get one before start date
- Must have valid driver's license with minimum insurance and reliable transportation
- Spanish speakers preferred

Primary Responsibilities:

- Attend three to five days of after school programming, Swift Saturdays once per month (October- April), Swift Carnival annually, and day camp sessions in the summer.
- Lead curriculum when needed
- Work with Program director to increase volunteer support when needed
- Update databases with all participant data
- Other duties might be added or changed depending on the person's skills and organizational needs.

Compensation and PTO

- Part-time exempt position (up to 15 hours per week)
- \$23-\$25/hr
- 13 paid holidays