
YMCA JOB POSTING

JOB DETAILS

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| Title: | Program Coordinator |
| Program: | Y Mentor Pickens County |
| Reports to: | Mentor Director |
| Location: | Pickens County |
| Status: | Part-Time |
| Pay Range: | 9.00-11.00/hour |
| Date Posted: | 02/01/17 |
| Start Date: | Easley – ASAP Pickens – Early Summer, 2017 |

JOB BRIEF

We are looking for a competent part-time Program Coordinator to undertake a variety of administrative and program management tasks with our Y Mentor Pickens County program. You will help in planning, training, recruiting, communicating, and other operational duties. The ideal candidate will be well-organized, detail-oriented, a good communicator, passionate for the program, and have a flexible schedule.

RESPONSIBILITIES include, but are not limited to

- Being the first point of contact for the Easley Area schools and Mentors
- Ensure execution of program policies and procedures
- Keeping up with and reporting Volunteer Hours for the Mentors
- Helping plan program events
- Assisting in Mentoring 101 Trainings
- Recruiting new Mentors for the program
- Posting in Social Media
- Supporting growth and program development

REQUIREMENTS

- Solid computer skills, proficient in Google Apps and MS Office
- Excellent organizational, time-management and prioritizing skills
- Outstanding verbal and written communication skills
- Ability to work with a diverse pool of people
- Detail-oriented and efficient
- Preferred experience in program coordination or relevant position
- Ability to follow directions, but also capable to lead
- A flexible schedule is a must
- High School Diploma or greater