



EASTSIDE STUDENT CENTER

www.eastsidestudentcenter.org | 162 W Line St., Bishop, CA 93514 | info@eastsidestudentcenter.org

Position Title: Program Specialist

Reports To: Executive Director, Program Coordinator

Salary: \$18 - \$22/hr (depending on experience, part-time (10-15 hrs/wk))

GENERAL DUTIES: The Eastside Student Center Program Specialist will assist in all operations at the Student Center, from managing day-to-day operations, providing leadership and mentorship for students and volunteers, to building strong relationships and partnerships with local businesses and organizations. The Program Specialist will help create and develop programs based on students' needs and interests, collaborating with the Program Coordinator and various agencies to provide said programming, as well as organizing volunteers and overseeing the general operations of the Student Center.

RESPONSIBILITIES:

- Assists in managing the Student Center during hours of operation, including opening and closing duties.
- Provides leadership and guidance to students in attendance, volunteers, and youth volunteers.
- Conducts outreach to recruit youth for Student Center programs.
- Assists in creating schedules, timelines and detailed outlines for volunteers and Student Center operations.
- Helps coordinate and supervises the day-to-day activities of youth attending the Center.
- Helps facilitate the design and implementation of the youth activities and programs.
- Helps track and document program sessions with sign-in sheets, detailed notes, photos, & any other means deemed appropriate.
- Helps maintain & expand effective collaborative relationships with schools, organizations, businesses.
- Maintains a positive work environment and sets an example of conduct and professionalism for students and volunteers.

QUALIFICATIONS

- Excellent written and verbal communication skills.
- Proficient in Google Suite and social media (Instagram, Facebook, etc.).
- Some experience of participating in and/or assisting with youth programs preferred.
- Bilingual in Spanish is preferred but not required.
- Ability to relate to young people in a positive, professional manner.
- A self-starter with strong organizational and time management skills.
- Must be grounded and organized and yet flexible and open to the changing demands of a small non-profit.
- Willing to step into tasks as needed and requested by the Executive Director and/or Program Coordinator.

REQUIREMENTS

- CPR/First Aid Certification
- Food Handlers Safety Card (California)
- Fingerprint Clearance through Bishop Unified School District

TO APPLY: Submit resume, cover letter, and reference letter to info@eastsidestudentcenter.org. Position immediately available. Open until filled. Submissions reviewed on an on-going basis.