



# EASTSIDE STUDENT CENTER

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

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**Position Title:** Program Coordinator

**Reports To:** Executive Director & Board of Directors

**Salary:** \$24 - \$30/hr (depending on experience), part-time (12-20 hrs/wk)

**GENERAL DUTIES:** The Eastside Student Center Program Coordinator will be the general point person for 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 Coordinator will be responsible for creating and developing programs based on students' needs and interests, collaborating with various agencies to provide said programming, as well as organizing volunteers and overseeing the general operations of the Student Center.

## RESPONSIBILITIES:

- Manages 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.
- Create schedules, timelines and detailed outlines for volunteers and Student Center operations.
- Coordinates and supervises the day-to-day activities of youth attending the Center.
- Facilitates the design and implementation of the youth activities and programs.
- Tracks and documents program sessions with sign-in sheets, detailed notes, photos, & any other means deemed appropriate.
- Maintains & expands effective collaborative relationships with schools, organizations, businesses, etc.
- Monitors program activities; assists in reviewing, preparing and submitting program reports to any funding agencies supporting this program.
- Maintains a positive work environment and sets an example of conduct and professionalism for staff, students and volunteers.

## QUALIFICATIONS

- Experience working with middle school aged youth.
- Excellent written and verbal communication skills.
- Proficient in Google Suite and social media (Instagram, Facebook, etc.).
- Some experience of participating in and running 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 Board of directors.

## 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 list to [info@eastsidestudentcenter.org](mailto:info@eastsidestudentcenter.org). Position immediately available. Open until filled.

Submissions reviewed on an on-going basis.