



Program Coordinator

DATE:	November 5, 2013
APPLICATION DEADLINE:	November 18, 2013
POSITION TITLE:	Program Coordinator
HOURS PER WEEK:	25
REPORTS TO:	President

POSITION CONCEPT:

Implements and manages daily operations of all JA programs, assuring that all administrative procedures are implemented and that volunteers are secured and trained. The position also includes increasing public awareness for all programs, assuring program quality and expansion, maintaining strong school relations, planning and executing methods of recognition, developing a yearly planning calendar, and acting as a liaison to the Board.

PRIMARY RESPONSIBILITIES:

1. Implements program growth/expansion strategic plan.
2. Recruits and renews commitments of schools/teachers. Develops and delivers presentations to schools/teachers.
3. Recruits program volunteers to meet program goals by securing new sources for volunteers and renewals from existing volunteer sources. Develops and delivers recruiting presentations.
4. Assures program quality through phone calls, classroom monitoring, participant servicing and evaluation instruments. Continually provides feedback, program materials and resources to volunteers and teachers.
5. Develops and implements volunteer orientation programs (i.e., securing location of training, developing orientation materials, scheduling volunteers/teachers, ordering program materials, distributing registration and evaluation forms). Submits registration forms and periodic reports to JA USA. Insures accuracy of program information in Access database.
6. Develops and implements methods of volunteer recognition, i.e., planning logistics of event(s) and planning / distributing appreciation materials.
7. Participates in community networking activities to increase public awareness of JA programs; actively involved in appropriate

- community groups
8. Assists all program related Board Committees so the goals of the Board can be achieved. Directs preparation of materials for Board and Committee meetings.
 9. Assists in developing a yearly calendar for the department that includes timetables, procedures and responsibilities to be accomplished. Manages program department records in line with organizational standards and objectives. Submits registration forms to national Headquarters.
 10. Attends and lends support to various special events throughout the year as needed.

EDUCATION/EXPERIENCE REQUIRED:

Required:

Minimum of an Associate's Degree or equivalent. Strong oral/written communication, interpersonal and organization/planning skills. Proficient in Microsoft Office. Evidence of creativity, self-motivation and a problem solving. Must possess the ability to work both independently and in a team environment.

Desired:

Experience in program management, education or business. Familiarity with area schools and businesses. Experience with Microsoft Access a plus.

TO APPLY:

Please send a resume, cover letter and your desired hourly rate to jasm.resumes@gmail.com. **Resumes will be accepted until Monday, November 18th.** Please DO NOT CALL the Junior Achievement office.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.