Kizuna’s Mission

Kizuna’s mission is to build a future for our community through the education, empowerment and engagement of the next generation.

Position Summary

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Coordinator</th>
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<tbody>
<tr>
<td>Classification</td>
<td>Full-Time, Regular, Non-Exempt, Benefits Eligible</td>
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<tr>
<td>Hours</td>
<td>40 Hours Per Week, 1.0 FTE</td>
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Summary

Working under Kizuna’s Executive Director, the Program Coordinator is responsible for planning, coordination, and implementation of select Kizuna programs.

Specific Duties:

<table>
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<tr>
<th>% FTE</th>
<th>Responsibilities</th>
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<tr>
<td>.4 FTE</td>
<td><strong>Program Planning</strong></td>
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|       | • Creating structure and layout of programs  
|       |   o Clear directions for program facilitators  
|       |   o Strong documentation and organization of all curriculum  
|       |   o Detailed and thought out layouts for program  
|       | • Evaluation of previous year’s programs  
|       |   o Consistent and continuous curriculum evaluation  
|       |   o Consistent and continuous overall program evaluation  
|       |   o Creative and strategic problem solving for program issues  
|       | • Curriculum building and development  
|       |   o Creative and mission driven program visioning  
|       |   o Clear objectives and student impact within all curriculums  
|       |   o Strong Kizuna values embedded within curriculum |
Program Coordinator Job Description

Program Implementation

.2 FTE

- Coordination of counselors
  - Ensure that counselors understand all workshops within program curriculum
  - Ensure that program counselors are behaving within Kizuna's policies
- Communication with students and parents
  - Constant and clear communication of program objectives and student learning
  - Flexibility to adapt to changes to ensure successful completion of program

Program Coordination

.3 FTE

- Program Optics
  - Organized supplies layout
  - Organized works areas
  - Efficient use of marketing materials
  - High quality supplies and resources for participants
  - Detailed instructions for program facilitators
- Program Logistics
  - Coordinating venues (insurance, coordination with venue staff, etc.)
  - Supplies coordination (ordering supplies, ensuring quality of supplies, transportation of supplies, etc.)

Other Duties as Assigned

.1 FTE

- As need arises, this position may be asked to take on tasks and assignments not directly related to the above work areas.

Additional Requirements

- Drivers license and personal vehicle
- Proficiency in Microsoft Office
- Bachelor's Degree from an institution of higher education
- Experience coordinating projects or programs desired
- Ability to transport items weighing 20 pounds
- Ability to remain in a stationary position for several hours
- Personal laptop and phone