

PROGRAM COORDINATOR JOB DESCRIPTION

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

Title	Program Coordinator
Classification	Full-Time, Regular, Non-Exempt, Benefits Eligible
Hours	40 Hours Per Week, 1.0 FTE

Summary

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

Specific Duties:

% FTE	Responsibilities
.4 FTE	Program Planning <ul style="list-style-type: none">• Creating structure and layout of programs<ul style="list-style-type: none">○ Clear directions for program facilitators○ Strong documentation and organization of all curriculum○ Detailed and thought out layouts for program• Evaluation of previous year's programs<ul style="list-style-type: none">○ Consistent and continuous curriculum evaluation○ Consistent and continuous overall program evaluation○ Creative and strategic problem solving for program issues• Curriculum building and development<ul style="list-style-type: none">○ Creative and mission driven program visioning○ Clear objectives and student impact within all curriculums○ Strong Kizuna values embedded within curriculum

.2 FTE	Program Implementation <ul style="list-style-type: none">• Coordination of counselors<ul style="list-style-type: none">○ Ensure that counselors understand all workshops within program curriculum○ Ensure that program counselors are behaving within Kizuna's policies• Communication with students and parents<ul style="list-style-type: none">○ Constant and clear communication of program objectives and student learning○ Flexibility to adapt to changes to ensure successful completion of program
.3 FTE	Program Coordination <ul style="list-style-type: none">• Program Optics<ul style="list-style-type: none">○ 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<ul style="list-style-type: none">○ Coordinating venues (insurance, coordination with venue staff, etc.)○ Supplies coordination (ordering supplies, ensuring quality of supplies, transportation of supplies, etc.)
.1 FTE	Other Duties as Assigned <ul style="list-style-type: none">• 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