



Program Coordinator Job Description

The Program Coordinator for Explore Austin furthers the mission of Explore Austin through effective coordination of the Explore Austin programming for Explorers, Mentors, school partners, and other volunteers.

Duties and Responsibilities:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Program Communications

- Coordinate communication with volunteers and clients (youth Explorers, parents, and volunteer Mentors)
- Maintain professional and effective relationships with all program partners
- Assist with the recruitment, training, and motivation of Mentors and other volunteers
- Work with Director of Programs to ensure program is represented at appropriate meetings and community events; represents program when Director of Programs is unable to attend

Program Coordination

- Coordinate program activity logistics including Saturday Challenges and Summer Wilderness Trips
- Coordinate client and volunteer recruitment, selection, and training
- Coordinate staff/volunteer training programs and volunteer recognition activities
- Coordinate annual volunteer fundraising
- Hire, train, supervise, and develop program interns; manage schedules and workflow and assures interns conform to organizational policies and procedures and government regulations
- Attend and Assist in Saturday Challenge check-in and organization

Administrative and Reporting

- Maintain up-to-date records of all program participants and volunteers
- File program invoices
- Track progress toward program milestones and metrics
- Collaborate with Administrative Manager and Grants Manager to coordinate reporting for program evaluation outcomes
- Manage necessary waivers and forms



Qualifications:

- Bachelor's degree (B.A./B.S.) in related field or equivalent
- Two years related experience or equivalent preferred
- Willingness to work Tuesday-Saturday schedule year-round and Sundays as needed
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proficient on Apple operating systems, Microsoft Office suite, Google Apps
- Strong interpersonal and presentation skills
- Demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Professional appearance and demeanor
- Bilingual in English and Spanish strongly preferred

Physical Requirements:

While performing the duties of this job, the employee is frequently required to do the following:

- Performance of appropriate adventure activity guidance may be required
- Coordinate multiple tasks simultaneously
- Continuous indoor and outdoor work
- Regular weekend work
- Frequent automobile travel; some out-of-town (less than 10%)
- Frequent verbal contact with others
- Rapid work pace, with frequent deadlines

Please send cover letter and resume to james@exploreAustin.org

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