



Program & Community 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, Parents, 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 Coordination

- Serve as the lead team member on Mentor & Explorer recruitment efforts and coordination of screening, interviews and selection processes
- Work in tandem with the Program & Evaluation Coordinator on all aspects of program recruitment (Mentors & Explorers) and management of teams
- Provide support and program guidance for half of the teams including Saturday Challenge communications and SWT preparation
- Assist in the planning and implementation of staff/volunteer training programs (ie. Mentor Summit) and volunteer recognition activities
- Assist in hiring, training, supervising, and developing program interns and/or VISTA members
- Attend and Assist in Saturday Challenge check-in, food, surveys, directions and organization

Program Communications

- Work with the Program team to coordinate communication with volunteers and participants (youth Explorers, parents, and volunteer Mentors)
- Maintain professional and effective relationships with all program partners including school partners and other outdoor organizations
- 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
- Assist in production of monthly Mentor newsletter.

Administrative and Reporting

- Maintain up-to-date records of all program participants and volunteers
- Collaborate with Program & Evaluation Coordinator, Administrative Manager and Grants Manager to coordinate reporting for program evaluation outcomes
- Manage necessary waivers and forms for program volunteers and participants
- Maintain Program database and client management system.



Qualifications:

- Bachelor's degree (B.A./B.S.) in related field or equivalent
- Two years related experience or equivalent preferred
- Bilingual in English and **Spanish as a first language strongly 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
- Demonstrated ability to plan, detail oriented, and able to 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

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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