

# **SML Good Neighbors Position Description**

**Title of Position: Summer Program Coordinator (Permanent Seasonal Position - 11 weeks; between May and August each year - exact start and end dates will vary each year)**

**Approval Authority: Board of Directors Approved**

**Responsible Individual: Executive Director**

**Originally Issued: Drafted 1/10/2020**

**Last Reviewed Date: N/A**

**Last Revision Date: N/A**

## **1. Position Description**

Reporting to the Executive Director, the Summer Program Coordinator will be responsible for the operational success of SML Good Neighbors summer programs and ensuring seamless team management and development, program delivery, and quality control and evaluation. In this role, the Summer Program Coordinator will manage staff and volunteers with the direction and guidance of the Executive Director. The Summer Program Coordinator is the principal coordinator during the summer for the camp and academy.

## **2. Major Areas of Responsibility**

Major responsibilities for the Summer Program Coordinator include successful operation and implementation of summer programs including the summer enrichment day camps and academy programs, nutrition and backpack programs, leadership development program, and summer program grant requirements. All aspects of these programs include management and development of staff and volunteers, oversight of material purchases with the Administrative Assistant and use of resources as well as building community partnerships to better serve the children in our programs.

## **3. Primary Objectives/Goals**

The primary objectives of the Summer Program Coordinator are developing, implementing and maintaining successful programs that support our mission while demonstrating quality management skills. Also to foster excellent relationships with all stakeholders.

## **4. Specific Responsibilities**

Specific responsibilities include but are not limited to:

- Consistent communication with community partners, staff, families and volunteers
- Coordinating changes and meeting unexpected challenges that arise during summer programs
- Ensuring implementation of curriculum and evaluation
- Oversee and manage the purchase of materials and inventory including gas cards, food and all other supplies with the Administrative Assistant
- Participate and assist in training with interns and volunteers

- Keep all staff and interns updated with pertinent information, provide guidance and perform general management responsibilities
- Communicate with and keep families updated regarding our programs
- Work closely with volunteer chair and administrative assistant to ensure the volunteer needs of our programs are met
- Manage attendance records and all other program data including assessments
- Analyze program data with administrative assistant and provide reports to the Executive Director
- Manage the details and provide training to staff, volunteers and interns regarding the No Kid Hungry nutrition program
- Assist and work closely with the nutrition manager to ensure backpack program needs are met and assist in organizing drivers as needed
- Recruit volunteers, organize and manage the program moving process during the summer
- Manage and implement Safeguarding Children training program for each volunteer, intern and staff member annually
- Be knowledgeable about programs, culture and organization and be sensitive to the population being served

## **5. Job Requirements – Knowledge, Skills and Abilities**

The Summer Program Coordinator should have excellent verbal and written communications skills, excellent phone skills and demonstrated organizational skills, broad computer skills including GSuite, Microsoft *Word, Excel, Access and PowerPoint*, knowledge and skill in using the internet, comfortable working with school officials, church officials, community/business leaders, volunteers, interns, a diverse client base and potential donors, ability to work as part of a team, willingness to learn and understand all the details of programs and the management (office) of those details, experience working with children or youth, and experience in managing people. The ideal candidate will also be able to lift and move heavy items, have daily access to a reliable vehicle and have a valid Virginia Driver's License, and pass a background check.

## **6. Salary**

This permanent seasonal position pays \$6,600 per year.

## **7. How to Apply**

To apply for this position, please email your resume and cover letter to [admin@smlgoodneighbors.org](mailto:admin@smlgoodneighbors.org).