



## **Job Description**

**Title: Program Coordinator Full Time**

**Status: Exempt**

**Reports to: Executive Director (ED)**

### **SUMMARY OF RESPONSIBILITIES:**

Coordinates and administers Martin County PAL's Program including planning, organizing, delivery and documentation of activities. Educates the community on the Programs available at PAL. Work is performed under the general direction of the ED.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

**Provides and performs program delivery functions including the following.**

- Hours Monday – Friday, events on weekends
- Delivery of the overall program and its activities in accordance with the mission and goals of the organization
- Recruits & Manages volunteers.
- Establishes relationships within the community to further grow attendance.
- Develops new initiatives to support the strategic direction of Martin County PAL.
- Assists in the development and implementation of long-term goals and objectives to achieve the successful outcome of the program.
- Assists in the development of a program evaluation framework to assess the strengths of the program and identify areas for improvement.
- Ensures the program operates within Martin County PAL's policies and procedures.
- Oversees the collection and maintenance of records according to the confidentiality/privacy policy of the organization
- Assists with marketing and promotion of Martin County PAL's services, including social media posts.
- Coordinates the delivery of services to increase effectiveness and efficiency.
- Assists the ED with special projects.
- Assist with all Programs to ensure youth success.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Maintain high level of confidentiality.
- Exercise discretion and independent judgment with respect to matters of significance.
- Able to speak effectively in public.
- Ability to plan and conduct meetings and to speak effectively in public.
- Ability to organize information, materials, and ideas for effective program management, to analyze situations accurately, to problem-solve, and to make decisions.
- Ability to establish and maintain effective working relationships with colleagues in community organizations, staff, and parents.
- Effective written communication, organizational, and computer skills. Proficiency in word processing, databases, e-mail, and internet usage a must.

## **QUALIFICATIONS:**

Must pass Background Check

You must possess a valid driver's license with a clean driving record.

Must have experience in all program activities.

Must be athletic.

Ability to work with at risk youth.

Ability to track and report on grants and budgets with assistance from ED.

## **PHYSICAL ACTIVITY/WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The duties associated with this position are primarily sports in nature outside in the Florida environment. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to sit at a desk and use a computer. The employee is required to stand and walk. The noise level in the work environment varies. Specific vision abilities required by this job include close vision and ability to adjust focus. In addition, the employee must be able to lift up to a minimum of 25lbs, able to work in a non-air-conditioned environment and to stay on foot for extended periods of time.

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.