

Job Description: Program Coordinator, Big Sky Kids

Classification: Regular, non-exempt	Hours Per Week: 40
Wage: DOE	Benefits: Ineligible (seasonal)
Start Date: May 20 th , 2019	End Date: August 20, 2019

General

The Big Sky Kids Program Coordinator reports to the Big Sky Kids Program Director & Assistant Director. This individual assists the Directors in organizing activities, managing sponsor relations, arranging travel for volunteers and participants, organizing pre-program and program logistics, and coordinating in-office duties during camp sessions. This position plays an integral role in maintaining the fluidity while camp is in session. He or she performs other assignments as requested by the Program Directors. This person has a passion to help youth with cancer and their families.

Responsibilities and Job Duties

1. Pre-Program
 - Updates website and materials for upcoming camp season
 - Assists director in budget and fundraising
2. Program
 - Confirms upcoming events while camp is in session
 - Communicates with directors about problems and changes in schedule and problem solves as changes occur
 - Prepares & coordinates sponsor dinner
 - Confirms and oversees activities while camp is in session while directors are in field.
3. Post-Program
 - Organizes in-kind donations and TQ's
 - Assists with photograph management, recognition of volunteers and donors, reports, and other post-program activities as requested.
 - Participates in program evaluation and suggestions for the following year.
 - Maintains sponsor relationships

Employment Standards

1. Education
 - Bachelor's Degree or equivalent experience
2. Work Experience and Skills

- Strong communication and interpersonal skills.
- Detail oriented, with strong organizational skills.
- Strong work ethic & ability to think critically and problem solve
- Valid driver's license and clean driving record.
- Basic computer literacy required; experience with Word, Excel, Outlook, Donor Perfect, and Photoshop preferred.
- Experience working with people with a long-term illness and/or disability preferred.
- Experience coordinating events preferred
- Experience in a summer camp environment preferred.

Performance Criteria

- Performs all duties in a timely manner.
- Maintains close communication with Program Director regarding budgets, schedules, logistics and participants.
- Has strong interpersonal skills and is engaged, enthusiastic, and positive.
- Has the ability to handle emergency situations in a calm and proactive manner.
- Keeps assigned records accurate and up-to-date.
- Projects concern and awareness of needs of participants.
- Maintains participant confidentiality.
- Interacts positively with participants, volunteers, donors, and other Eagle Mount staff.
- Advocates for Eagle Mount and all of its programs and functions.