

Elizabethtown Social Center, Inc.

Program Coordinator Description

Overview of Position

Works with the executive director to plan, promote, and administer arts and recreation programming for all ages.

Schedule is 35 hours/week, generally 2-9 pm Tues, Weds, Thurs and 3-10 pm Fri and Sat, with some flexibility.

Hourly rate \$17-20/hr, depending upon experience, with a 25% differential (\$21-25/hr) for evening hours.

Benefits are to be negotiated and may include health insurance, life insurance, enhanced disability insurance, and paid time off.

Responsibilities

Program Development

- Assists the executive director in analyzing community arts and recreation needs, interests and desires; responds accordingly by developing appropriate programs, events and classes.
- Works to increase Teen Rec membership and attendance.

Program Coordination and Oversight

- Supervises open Teen Rec hours and other Social Center community activities, programs and events.
- Engages with teens during Teen Rec hours which may include, but not be limited to, organizing activities and events; playing games (e.g. basketball, pool, tennis, board games, etc.); teaching skills (e.g. crafts, photography, cooking); etc.
- Institutes Teen Rec discipline, per policy. This may involve parental and, in severe cases, police contact.
- Plans and chaperones off-site Teen rec trips.
- Assists with community groups, programs, events and activities with duties such as setting up (i.e. arranging chairs and tables), cleaning up (i.e. putting supplies away; trash removal) and other such tasks as necessary for the Center's operations.
- Helps with keeping records, preparing program status reports, maintaining related records and files, developing program policies and procedures, and preparing program information for grants and grant reports.
- Helps coordinate scheduling the facility with civic groups and private organizations.
- Ensures that safety standards and precautions are followed in all Center activities.

Publicity

- Helps publicize Social Center events, programs, and classes.
- Creates graphics, ads and flyers for activities, programs, and special events.
- Helps maintain email lists and sends email blasts for programs and events.
- Generates interest on Social Center social media with regular posts.
- Assists with updating the center's website on a regular basis to ensure up-to-date information.

Other

- Helps to keep the building and grounds in good order, which may include, but not be limited to: keeping bathrooms clean and orderly; putting away all sports equipment; picking up grounds; straightening up common areas; and closing and locking up buildings.
- The position is also responsible for other duties as assigned, within the scope of the overall position.

Qualifications

Bachelor's degree or equivalent (education plus experience); 2 years of experience working directly with adolescents; and experience in arts and recreation. Requires excellent communication skills and good humor; high energy level and physical stamina; comfort working with a wide range of ages and interests; and comfort using social media, technology, and basic graphic design. Experience with grants is a plus, as is a passion for healthy living and enjoying our natural resources.

Please send cover letter and resume by May 8, 2022, to Arin Burdo, Executive Director at info@elizabethtownsocialcenter.org or PO Box 205, Elizabethtown, NY 12932. EOE.