

**General Summary:** The Program Coordinator is responsible for the general coordination of the school year and summer programs, in accordance with the purpose and goals outlined by the mission. Program Coordinators reports to the Director of Programs.

**Qualifications:** Program Coordinators must possess strong organizational skills, problem solving skills, conflict management and mediation skills, and knowledge of different learning and teaching styles. Individuals with 1- 2 or more years of experience leading youth camps/organizations, educational activities for children or with applicable education will be considered. Program Coordinators should possess knowledge of the Dubuque and Western Dubuque communities. Program Coordinators must be flexible and thrive in a fast-paced work environment. This individual must have strong interpersonal, oral, written and communication skills, along with vast understanding of Social-Emotional Learning. Must have reliable transportation and be available during program hours and some nights and weekends will be required as program events often fall during these hours. Previous out of school time implementation experience preferred.

**Benefits:** This is a 12-month position with PTO. Position offers health insurance, short term disability, retirement, benefits and professional development opportunities.

**Principle Duties and Responsibilities:** The Program Coordinator is expected to work closely and effectively with the team with a focus on program quality and standards, as well as the coordination of best practices around various training, including social-emotional offerings and opportunities. Program Coordinators maintain ongoing and open communication that creates cohesive and high quality programs, in both Dubuque and Western Dubuque locations.

**Qualifications:**

- At least 1-2 years of experience working with children is required.
- Ability to demonstrate effective and appropriate teaching and discipline styles.
- Ability to demonstrate strong organizational skills.
- Dependable, reliable work/volunteer history.
- Reliable transportation to and from the program site.
- Reliable daily communication method – either phone or email.