Program Coordinator
Roles, Responsibilities, & Expectation

Key Responsibilities:

1. Fulfill Grant Requirements: Ensure all grant obligations and reporting deadlines are met consistently and accurately.
2. Grant Reporting: Prepare comprehensive grant reports, highlighting achievements and outcomes for donors and the development team.
3. Program Development: Oversee the structure and flow of programming, creating relevant, engaging, and practical activities that cater to students' needs and interests for all out of school programming: after school, school breaks, summer camp.
4. Student Wellbeing: Curate programs that invest in every dimension of students' wellbeing and potential.
5. Community Partnerships: Identify and collaborate with partner organizations and programs in the community to enhance the program's impact.
6. Discipline Plan: Develop and implement a discipline plan that maintains a healthy and respectful program environment.
7. Cultural Development: Cultivate a healthy, positive and safe space for students.
8. Communication: Regularly update and communicate with parents, case workers, teachers, and internal departments about program activities and progress.
9. Transportation: Ensure the safe and efficient transportation of participants as needed.
10. Interdepartmental Communication: Promote prompt and clear communication with other departments to facilitate coordination and support including success to the development team.
11. Kitchen Management: Oversee the flow of snacks and dinner preparation, ensuring the provision of nutritious and satisfying meals.
12. Leadership Meetings: Attend weekly leadership meetings to provide updates and contribute to organizational strategy.
13. Team Development: Oversee, manage, and develop team leads to optimize their performance and growth.
15. Budget Management: Manage program budgets efficiently, making responsible financial decisions that align with program goals.
16. Volunteer Engagement: Oversee volunteers and ensure they have a positive and uplifting experience while supporting the program.
17. Compliance: Ensure full compliance with the City of Refuge handbook.
18. Promptly communicate any tardies or absences to the supervisor.
19. Model COR values of passion, dignity, excellence, and integrity.
20. Exemplify curiosity, commitment, and compassion to our students.