



POSITION: Program Coordinator

REPORTS TO: Executive Director

EMPLOYMENT TYPE: Full-time

HOURS: 35-40 hours/week; some weekend work

COMPENSATION: \$16-\$20/hour, DOE; plus, PTO and benefits (see below for list of benefits)

VACCINE REQUIREMENT: Must be able to furnish a completed (2 dose, unless J&J) COVID-19 vaccination card on the 1st day of work - Required

MISSION & VISION OF PAL

The Police Activities League of SW Washington is a nonprofit organization that promotes positive relationships between law enforcement and youth. We do this through community-based educational and recreational programs. Ultimately, we hope to empower young people to make responsible life choices.

POSITION SUMMARY

The Program Coordinator will work with a team to plan PAL programming. They will be responsible for planning literacy events, mentoring programs, sport tournaments, and summer camps. They will also help with some marketing and with writing blog posts.

REPORTING RELATIONSHIPS

The Program Coordinator will report directly to the Executive Director.

MAJOR RESPONSIBILITIES

Program Oversight

- Work with partners to coordinate PAL programming.
- Maintain calendars for events and programming.
- As needed, work with team to develop programs.

Volunteer Management

- Track hours of all volunteers.
- Recruit volunteers.
- Collect paperwork of new volunteers as needed.
- Work with team to recognize volunteer time.

Impact Measurement

- Work with team to develop systems for tracking the impact of PAL programs.
- Maintain data.

SKILLS/KNOWLEDGE REQUIRED

- High School diploma or GED is required.
- Experience working with youth.
- Ability to work on your own.
- Strong organizational skills.
- Knowledge of Microsoft Office and Windows based computer applications.
- Must have strong communication skills.
- Ability to manage multiple projects.
- Able to work with a variety of populations.
- Flexible
- Mandatory CPR and First Aid Certifications within six months of hired date.
- Ability to pass an in depth, police background check.

BENEFITS INCLUDE

- Three weeks PTO accrued annually
- Ten paid holidays
- Schedule Flexibility
- Tuition Reimbursement
- 3% employer match simple plan
- Health insurance reimbursement plan

TO APPLY: visit <https://palofswwa.bamboohr.com/jobs>