



PROGRAM COORDINATOR

Job Title: Program Coordinator
Reports to: Executive Director
Supervises: None
Classification: Full-time, Exempt

Hours: 40 hours/week
Salary: \$31-35K, commensurate with experience
Benefits: Paid time off; Health stipend

Application Deadline: Send application materials to stephanie@yamamusic.org no later than Monday, July 15th by 9 a.m. Pacific Time. Visit yamamusic.org/hiring for complete application instructions and process.

Job Summary: The Program Coordinator, in collaboration with YAMA's two Site Directors, manages systems to ensure the safety of every participating student; provides timely and ongoing communication with parents; and initiates other projects as necessary to guarantee successful program operation.

Minimum Qualifications: At least 2 years of relevant administrative experience. Bilingual English/Spanish required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Enrollment and Record-Keeping:** Support student recruitment and enrollment; maintain complete and accurate student files; collect and distribute up-to-date parent contact information to all staff, updating lists regularly with any changes; create and maintain systems for tracking attendance and any disciplinary issues; document all regular late student arrival information on attendance sheet (e.g., arriving from other schools, patrol, etc.); ensure that all attendance or disciplinary issues are addressed immediately between program staff and parents; immediately communicate any and all changes in student enrollment to staff; document all important communications between staff and parents.
- **Daily Programming:** Support daily administrative operations at program host sites by managing snack, attendance, and student safety; update and publish student numbers weekly and share with staff; ensure that snacks are provided for all students, including on dates with combined programming across sites.
- **Daily Dismissal:** Compile and update list of students with permission to walk home after practice; manage safe and timely dismissal of all students, ensuring that students are only permitted to leave with approved pick-up people; document early and late pick-ups and communicate those weekly to Site Directors.

- **Special Events:** Create and distribute event bulletins; collect and track permission slips; develop content and schedule of reminders with Site Directors to be communicated to students and parents during announcements; communicate planned absences and communicated student lateness to Site Directors; manage attendance and parent calls during all special events.
- **Parent Communications and Volunteers:** Compile and distribute monthly bulletins and special event notices to parents; organize and communicate monthly parent meetings and ongoing parent group activities; design parent volunteer opportunities and organize volunteers for daily and special events.
- **Program Feedback and Evaluation:** Coordinate program-wide evaluation processes in collaboration with Site Directors; process all feedback and ensure that findings are shared in a timely fashion with relevant stakeholders, including students, parents, program staff, and organizational partners.
- Other duties as assigned.

PREFERRED QUALIFICATIONS AND SPECIAL REQUIREMENTS

- Flexibility, creativity, curiosity, initiative, collaborative spirit, and the confidence to ask questions and learn from mistakes.
- Experience creating and adapting systems for organizational efficacy.
- Ability to communicate and build relationships with many new people in different roles (e.g., colleagues, parents, students).
- Openness to giving and receiving feedback.
- Ability to independently manage projects and handle challenging situations with minimal supervision.
- Willingness to engage in the ongoing work of examining race, class, gender, sexual orientation, ability, ethnicity, religion, and age as they affect the functioning of our team, our efficacy as role models, and the role of YAMA in our community.
- Proficiency in Microsoft Office programs, including Word and Excel.
- Strong ethical standards and ability to maintain a high level of confidentiality.
- Ability to travel as required.

ADDITIONAL CONDITIONS OF EMPLOYMENT

- Criminal history and background check required.
- 3-month probationary period upon hire.
- Up to five excused absences during programming permitted within program year.

This job description is not an all-inclusive list, but is intended to summarize the duty responsibilities. Yakima Music en Acción (YAMA) retains the discretion to add to or change the duties of this position at any time. YAMA is an at-will employer and employment may be terminated at any time for any reason including, but not limited to, performance deficiencies and funding restrictions. YAMA is an equal opportunity employer. Auxiliary aids/services are available upon request to individuals with disabilities. Rev. 8-31-2015