



**Job Description for Community Center Program Coordinator  
Mack Road Partnership and ReIMAGINE Mack Road Foundation**

<b>Position Title</b>	Community Center Program Coordinator
<b>Status</b>	Full time/ Salaried Exempt
<b>Salary</b>	\$45,000.00 plus benefits after 60 days
<b>Program</b>	Mack Road Valley Hi Community Center
<b>Reports To</b>	Director of Community Partnerships
<b>How To Apply</b>	Qualified parties may send a resume and cover letter to Marilyn Mann at <a href="mailto:marilyn.mann@mackroadpartnership.com">marilyn.mann@mackroadpartnership.com</a>

**General Job Description:**

Under the immediate supervision of the Director of Community Partnerships and with direction from the Executive Director, the Community Center Program Coordinator (CCPC) is responsible for programming and day-to-day operations of the Mack Road Valley-Hi Community Center. The facility is located in an under-resourced neighborhood of South Sacramento.

The CCPC is responsible for the utilizing a positive youth-development framework to implement violence reduction and prevention programming (after-school, evening, and summer prevention programs, events, activities). The CCPC coordinates programming for youth participants of the Center. It is an on site, working-management position, including on-site program supervision of youth, volunteers, and program staff. This position has daily interaction with the public, community partners, at-risk children/youth, and parents. The CCPC is responsible for ensuring program services/activities/events are available to neighborhood youth; population at-risk, low-income, school-aged children and youth (and their families) in the Mack Road-Valley Hi neighborhood.

This position is a salaried and exempt; requires some evening and weekends. The schedule is based on program needs and flex time is offered. The CCPC position requires experience implementing and operating youth programs. Managerial experience/supervision of programs staff. Experience and knowledge serving at-risk youth and/or marginalized populations, trauma informed programming and application, positive youth development, prevention based programs, of a thorough knowledge of principles, practices, and methods of community based/afterschool programming. Knowledge of facility management or related experience, operations, and service coordination. Ability to communicate effectively both orally and in writing; Recordkeeping and report writing required. Maintains effective, professional working relationships with youth, staff, volunteers, community partner, law enforcement, and the general public. Mandated Reporter, First Aid, and CPR certified.

**Duties of the position include, but are not limited to:**

**PROGRAMMING:**

- Planning and coordination of community outreach and special events, coordination of volunteers, and responsible for direct program services and operations.



- Coordinates day-to-day Center program operations
- Supervision of program staff and volunteers
- Engages and activates at-risk youth with Center program offerings
- Implements youth violence-reduction/intervention programming
- Ensure youth target population are offered a varied of alternation, safe, drug & violence- free alternative activities hosted by the MRVH Community Center
- Conducts community outreach
- Creates partnerships and collaborations with area service providers to bring resources to youth/families serve at the Center.
- Collaborates and serves as a liaison with area elementary, middle, and high schools
- In cooperation with and support of Director of Community Partnership, plans and implements the Center's program calendar
- Seeks out new opportunities for program development
- Engages the community to draw both adults and children to the community center with a combination of paid and scholarship eligible programs
- Coordinates scheduling the facility with civic groups and private organizations
- Supports and participates in agency events and projects
- Coordinates volunteers for the special projects and Center activities
- Other duties as assigned

#### **PROGRAM OPERATIONS & ADMINISTRATIVE DUTIES:**

- Maintains community information boards, program social media, phone, and email communications
- Participates in creating policies and procedures for the daily operations of the Center
- Supervision of program staff and volunteers
- Updates social media posts for Center program events and activities
- Procurement of good, services, and resources for Community Center program
- Prepares and presents monthly program reports
- Handles customer service related issues
- Organizes and completes contractor and staff timesheets for timely payment
- Tracks and documents daily facility usage through program sign-in sheets
- Tracks and documents daily volunteer hours
- Responsible for coordination of opening and closing facility
- Other duties as assigned

#### **CENTER HEALTH & SAFETY**

- Ensure daily organization and cleanliness of facility- Ensures cleanliness and sanitation of bathrooms kitchen area, hard surfaces and floors. Maintains organization of facility supplies. Ensures garden area, patio spaces, areas surrounding the entrances and exits of Center are clean and accessible
- Uses work order requests to complete facility/grounds maintenance
- Ensures that safety standards and precautions are followed in recreation and facility management activities
- Responsible for coordination of opening and closing facility
- Move and handle items exceeding 30 pounds on a daily basis; ability to bend and lift
- Other duties as assigned