



Aspen Youth Center

Position: Program and Development Coordinator
Category: Full-time/Salary (on occasion, job duties may exceed 40 hours during a particular week)
Reports to: Executive Director, Program and Development Manager
Salary Range: \$50,000-\$55,000 plus benefits

Job Description Overview:

The position of Program and Development Coordinator is a single position that combines the tasks and duties of Office Coordinator, Development Coordinator and Program Coordinator with the added responsibility of oversight of program delivery, business administration, and maintenance of offices and facility.

Description of Duties:

Program Development and Implementation:

- Provide leadership and oversight to all aspects of Aspen Youth Center's after-school and summer programs;
- Assist the Program and Development Manager in the development and implementation of innovative, creative, and exciting age-appropriate programming for youth in grades 4-12;
- Oversee and run at least two programs per week and multiple dodgeball sessions;
- If Program and Development Manager is out due to vacation, illness etc., take over programmatic duties;
- Make appropriate decisions regarding consequences for youth;
- Make appropriate decisions regarding program schedule changes;
- Manage and schedule youth program staff;
- As needed, maintain appropriate and timely communication with parents of AYC youth;
- Maintain communication with Program Manager about the development/implementation of programs and activities;
- Develop positive relationships with youth in grades 4-12 who use the services of Aspen Youth Center;
- Connect with youth visitors to Aspen Youth Center in a positive and appropriate manner;
- Act as a role-model and mentor for youth visitors to Aspen Youth Center;
- Model appropriate behavior for youth including attire, phone usage, and language;
- Assist Program Manager with management of equipment and supply inventory;
- Complete any and all duties that may be required in support of Aspen Youth Center programs.

Development, Communications and Marketing duties:

- Enter all new donors and donations into NEON CRM and troubleshoot database;
- Enter all youth membership and family information into KidTrax and Constant Contact;
- Track and record donations, and send tax-receipts and thank-you notes in a timely fashion;
- Maintains accuracy and integrity of databases by ensuring that all information is kept current and up to date;
- Assists Executive Director with the planning of annual Gala, field day games and other events that arise including working on silent and live auction, décor, vendors, sponsorship and ticket sales, etc.
- Social Media – maintain and add to our Instagram, Facebook and other accounts. Respond to comments and DM's
- Constant Contact – assist in creation and scheduling of monthly and event e-newsletters through constant contact
- Assist in maintenance of website, troubleshooting and editing
- Assist in grant research and editing
- Assist in basic administrative duties such as filing, data entry, maintaining a filing system, and more;

Business Operations:

- Oversee incoming and outgoing mail;
- Maintain a clean and organized office (shared spaces);
- Oversee all use and ordering of office and marketing supplies;

Maintenance of Facility:

- Oversee use and ordering of cleaning supplies and paper goods;
- Coordinate with contracted cleaning staff, evaluate their work and schedule special events etc.;

- Oversee facility for purposes of recording repair and maintenance needs including any broken equipment – communicate with Executive Director;
- Procure bids for and schedule maintenance and repair work with contractors;
- Ensure that AYC facility is returned to presentable condition after each use;
- Maintain building security during on-duty hours;
- Plan and schedule birthday parties and other closed time rentals of facility;

Organizational Duties:

- Assist with mailing campaigns and marketing efforts as required;
- Be prepared to answer questions about current programs and activities and be familiar with the history of AYC;
- Act as an ambassador for the Aspen Youth Center throughout the community;
- As required, attend and assist in all AYC fundraising projects and events;
- Complete any and all duties that may be required for the success of Aspen Youth Center.

Required Qualifications:

- Bachelor's Degree from an accredited 4-year college or university;
- One to three years' experience working directly with children and/or teens in grades 4-12;
- A deep appreciation for children and teens and enjoys working with them on a daily basis;
- Self-motivated, able to work independently with indirect supervision from Executive Director and Program Manager;
- Strong organizational and time management skills and the ability to demonstrate flexibility in dealing with a variety of tasks on a daily basis;
- Experience supervising staff, volunteers, and/or interns;
- Ability to deal effectively with ambiguity of tasks;
- Ability to take initiative;
- Strong written and oral communication skills;
- Ability to be productive in an open and collaborative work environment;
- Willingness and ability to work select Friday evenings (until 9:00pm) during the school-year;
- Willingness and ability to work flexible hours and days as needed for fundraising events, meetings, facility rentals, and overnight youth programs;
- Ability to present oneself in a highly professional manner and act as an ambassador for Aspen Youth Center;
- Ability to safely drive an 8-passenger rental van/SUV with youth on board;
- Strong computer skills – Microsoft Word, Publisher, Excel, Google Suite;
- Be of good moral character as determined by a thorough background investigation;
- A strong sense of humor.

Preferred Qualifications

- Experience working with a non-profit organization;
- Experience working collaboratively with community organizations, schools, and other stakeholders;
- Fluency or comprehension of Spanish language;
- Working knowledge of child/adolescent development, family dynamics, etc.;
- Computer networking skills;
- Website management skills;
- Knowledge of social media (facebook, Twitter, Instagram, etc.) as marketing tools;
- Experience with Constant Contact/Mailchimp;
- Willingness to participate in trainings covered by Aspen Youth Center.

Benefits

- Competitive wage, commensurate with experience from \$50,000-\$55,000
- Benefit plan that includes: employer covered health insurance, partial vision, partial dental, paid vacation time, personal time, paid holidays, wellness stipend, gym membership, professional development, ACRA benefits including bus pass, and retirement contribution and more;
- Opportunity to work in a fun, fast-paced working environment with dedicated, professionals.

Aspen Youth Center is a youth 501c3 nonprofit organization founded in 1991. We provide a safe and supportive place where all youth in grades 4 through 12 can connect, learn, and grow during their out of school hours, for free. We do not discriminate based on age, gender, race, sexual orientation, religion, or political affiliation.