



PROGRAM COORDINATOR: Recreational Group Activities Facilitator
Full-time, 40 hrs; Non-exempt
Salary - \$48,000
Remote*

CoachArt is a nonprofit organization that serves children impacted by chronic illness through arts and athletics programs that are impactful, meaningful, and adapted to the unique needs and interests of the child. We work with young people and families who are facing enormous challenges, and we believe that ALL young people, regardless of limitations, deserve to be part of an inclusive and empowering learning community.

Description: CoachArt seeks a Program Coordinator who can demonstrate a commitment to its mission and goals by supporting CoachArt's Director of Group Programs, who helps ensure the families and volunteers are provided with enriching opportunities. The Program Coordinator position will be tasked with leading high-quality online and in-person group art, athletic, and STEM programs for children and teens ages 5-18. CoachArt's Program Coordinator will have the opportunity to help hundreds of children with chronic illness and their siblings to engage in this transformative programming.

PRIMARY RESPONSIBILITIES

This position will report to the Director of Group Programs. The role will have a monthly goal cycle that will rotate the primary responsibilities (not limited to the tasks below):

CoachArt Club Responsibilities:

- The ideal candidate will have experience with any combination of the following target program categories: Drawing, Painting, Arts and Crafts, Knitting/Sewing, Ceramics/Sculpture, Digital Art, Animation, Coding, Robotics, Cooking, and Baking.
- Facilitate two monthly four-week online CoachArt Clubs that meet once a week and provide fun and engaging art, athletic, or STEM programs
- Organize two monthly four-week online CoachArt Clubs that meet once a week by recruiting instructors who provide fun and engaging art, athletic, or STEM programs
- Develop one to two monthly tutorials in any art, athletic, or STEM activity.
- Provide online moderating support for virtual programs, which involves tracking attendance, spotlighting instructors, assigning breakout rooms, and overseeing Zoom meetings
- As needed, coordinate in-person One-Day Group Lessons and Community Events in your area based on region size and in line with program strategy (quarterly, etc.)

COACH ART

- Assist with curriculum research and development, focusing on adaptive and inclusive coaching techniques and emphasizing diversity, equity, and inclusion.
- Research low-cost/no-cost facilities for potential in-person program lessons. Assist with the booking process for events and activities.
- Assist with training and ongoing coaching for volunteers (as necessary)
- Track attendance, conduct venue visits, and collect photo and video content of programs
- Other duties include general administrative tasks such as data entry, confirmation letters, office/storage organization, and ongoing student and volunteer support

Student and Family Support

- Assist with student recruitment for activities
- Provide ongoing support to families throughout their participation in the programs, including but not limited to coordinating and providing logistical information, implementing accommodations based on student needs, ordering supplies, and providing administrative assistance

Volunteer Support

- Assist with volunteer recruitment for activities
- Assist with ongoing volunteer support, including but not limited to lesson plan development, facilitation coaching, ordering supplies, moderating support, and providing administrative assistance

Partner Support

- Assist with the regional partner relationships and identify new opportunities in line with the program vision
- Outsource potential program collaborations with established organizations and communities

Team Support

- Help support the annual vision, growth metrics, and goals of the program
- Assist with Salesforce.com platform to assure transparent and helpful information related to progress on key pipelines for partnerships, recruitment, and job transitions
- Provide club moderation support for the team

Required Skills:

- Excellent communication skills (verbal and written)
- Flexibility and initiative
- Innovative, self-motivated team player capable of working independently and collaboratively
- Comfortable in fluid and dynamic environments

COACH ART

- Effective organizational, planning, and time management skills
- Creative and resourceful problem-solver and solution-maker
- Attention to detail
- Artistically-inclined

Minimum Qualifications:

- Education or work experience that can be articulated as relevant to core responsibilities
- Ability to learn and teach a variety of new skills
- Organized project management techniques
- Proficiency in computer systems, preferably Mac, and the Microsoft Office Suite
- Proficiency in Google Apps / Google Drive
- Comfortable with multi-tasking and virtual work environment
- Willing to travel and work flexible hours, including weekends and/or evenings
- Must be willing to work occasional Saturday and Sunday mornings and afternoons
- Must pass a criminal background check

Desired Experience:

- Bilingual English/Spanish preferred but not required
- Knowledge of Salesforce or other CRM databases preferred
- Experience facilitating online and in-person programs
- Experience facilitating lessons for individuals and groups
- Experience with teaching art, athletic, or STEM activities (teaching credentials are not required)
- Experience working or volunteering within the nonprofit sector
- Experience working remotely

Requirements: Positive attitude with a “can do” philosophy. We’re seeking someone with an energetic, fun, and enthusiastic zest for CoachArt’s mission. Must be excited to learn and grow in a changing environment AND must be excited to engage in a data-informed, hard-working, collaborative, and passionate culture.

Potential Schedule: Weekdays between 9 am - 5:30 pm Pacific Time (30-minute lunch) and occasional weekend hours. You must be available between 3 pm-5:30 pm Pacific Time on weekdays.

***Location:** Remote and in-person (The applicant can work remotely anywhere in the U.S. and will conduct quarterly in-person programs in the Program Coordinator’s own region as needed.)

Benefits:

- Health, dental & vision insurance are available on the first of the month following 30 days of employment
- 401(k) available after 90 days of employment

COACH ART

- 104 hours of vacation per year, which roll over to the following years, capping at 1.5x annually
- 72 hours of sick time per year, which do not accrue but renew annually in a lump sum on January 1
- Paid public holidays, as defined in the employee handbook
- Paid winter break from December 24–January 1
- “Thrive Fund” for professional development and/or wellness purchases
- Flexible schedule & remote work

Inclusion is at the heart of everything we do at CoachArt. We believe that difference is an asset, both in the students we serve and in the volunteers and staff members who support them. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or gender identity. Our mission of creating a transformative arts and athletics community for kids impacted by childhood chronic illness is most effectively fulfilled through a commitment to diversity, equity, and inclusion as core values and practice. If you feel the same way, then you will find a place in the heart of CoachArt.

Application: To apply, please email your up-to-date resume and cover letter answering the questions below, to jobs@coachart.org. Please include the title in the subject line: Program Coordinator. No phone calls, please.

Cover Letter Questions:

- How many years of teaching experience do you have?
- Share any experience you have teaching one-on-one or group lessons.
- Where have you taught, and what activities have you taught?
- Share any experience you have teaching students between the ages of 5–18.
- Share any experience you have teaching online lessons.
- What arts, athletics, or STEM skills do you have? (Please be specific)
- Share any experience you have working or volunteering in the nonprofit sector.
- Anything else you would like to share that makes you the best candidate for this position